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ABSTRACT

One of five supplements which accompany chapter 3 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630), this document contains a master listing of all Mountain-Plains curriculum, compiled by job title, course, unit, and Learning activity package (LAPS) and arranged in numerical order by curriculum area. Preceding each curriculum area listing is a page of explanatory notes. The following curriculum areas are covered: mathematics skills, communication skills, office education, lodging services, food services, marketing and distribution, automotive, small engines, health education, consumer education, home management, parent involvement, carpenter, electronics assembler, electrical wireman, plumber, heating systems serviceman, refrigeration/cooling systems serviceman, appliance serviceman, radio and television serviceman, electric motor repairman, draftsman, and leadership training. (A sample curriculum unit (CE 014 647) and an orientation guide for instructors (CE 014 652) are also available from ERIC. Additional Mountain-Plains curriculum materials, including twenty-two instructional units, are available for on-site inspection at the Research Library at the National Center for Research in Vocational Education at Ohio State University.) (BM)

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NATIONAL EDUCATION
R & D MODEL

MOUNTAIN
PLAINS
EDUCATION
ECONOMIC
DEVELOPMENT
PROGRAM INC.

APPENDIX

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

**SUPPLEMENT
NO. 4
TO VOLUME
3**

**MEASUREMENT
AND
EVALUATION:**

**RESEARCH
SERVICES
DIVISION**

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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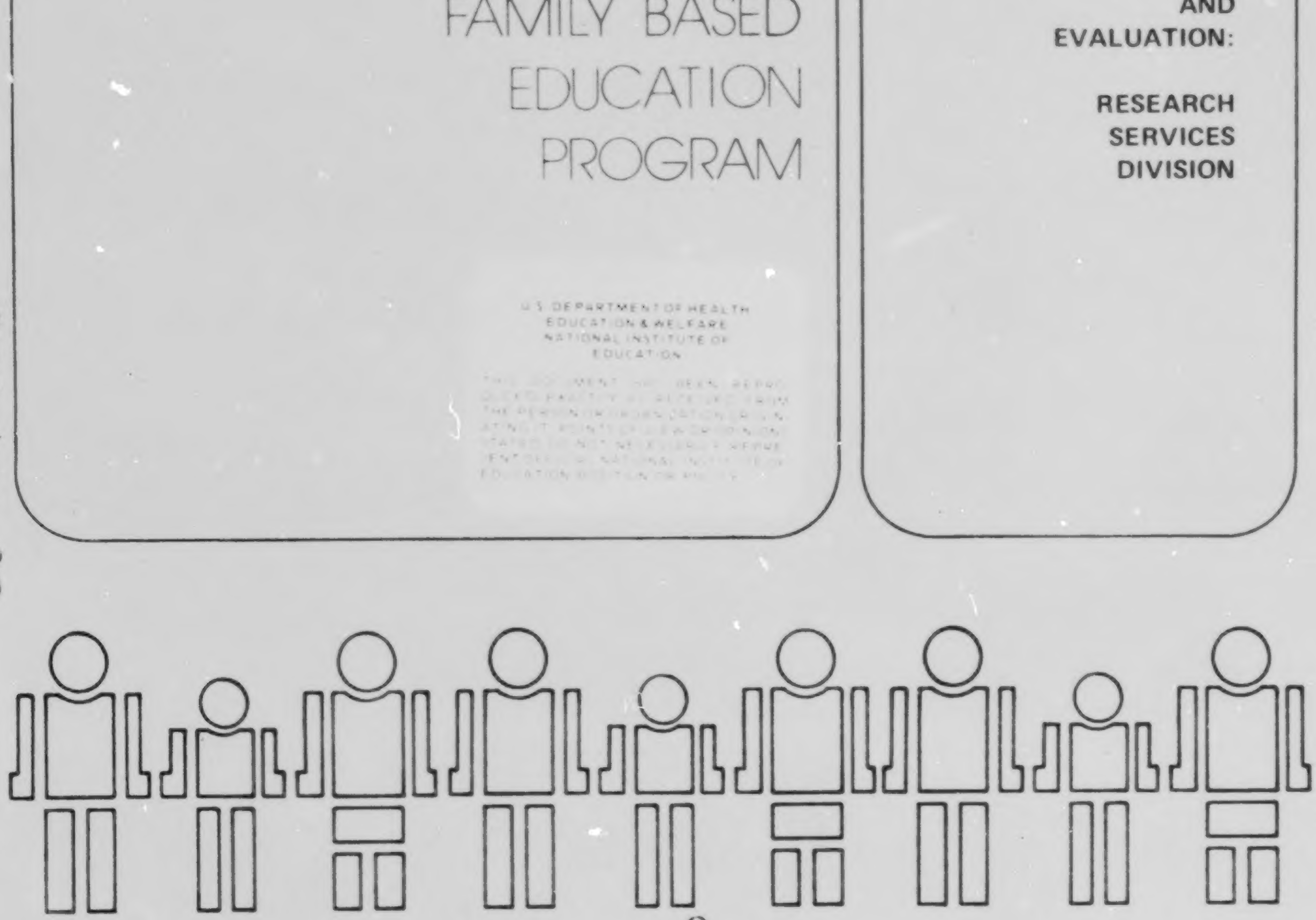

APPENDIX

This supplement is designed for use in conjunction with Volume III.

Supplement 4 To Volume III

MEASUREMENT AND EVALUATION: THE RESEARCH SERVICES DIVISION

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MOUNTAIN-PLAINS DOCUMENTATION

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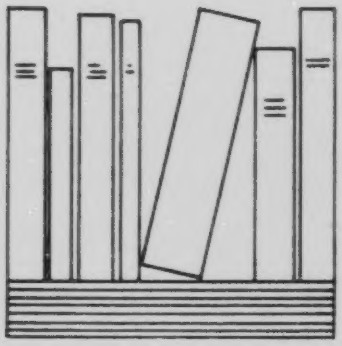

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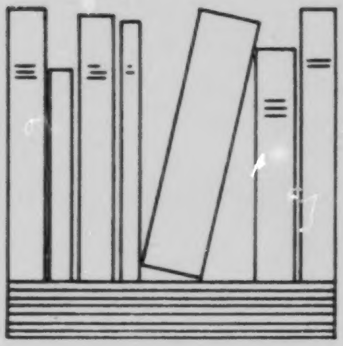
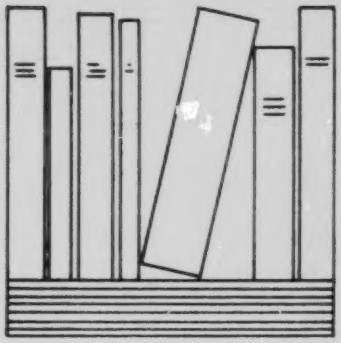


CURRICULUM COMPONENT



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INTRODUCTION

This document contains a master listing of all Mountain-Plains Curriculum, compiled by job title, course, unit and LAP, and arranged in numerical order by curriculum area.

In some instances courses or segments of courses use commercially prepared materials so extensively that they have been partially or totally omitted.

Preceding each curriculum area listing, there is a page of explanatory notes. These notes are intended to be descriptive of the contents of the curriculum area for which they are written. An explanation of omissions is included in these notes. Where a job title is supported by curriculum from a different curriculum area, a listing of support is included in the notes and further detailed in the listing itself.

This listing of curriculum products has been arranged in this particular manner in order to satisfy specific requirements of those engaged in a marketing survey.

CURRICULUM AREA 11: Mathematics Skills

Mathematics Skills as used at Mountain-Plains is support to the occupational areas. It is all commercial material and therefore, not available through Mountain-Plains.

The material used is:

Individualized Learning for Adults
Research for Better Schools, Inc.
1700 Market Street, Philadelphia, PA.

(2)

CURRICULUM AREA 15: Communication Skills

Communication Skills is designed to facilitate the learning of functional job skills.

This curriculum area uses a grade level approach in teaching eight courses. The grade level approach to the study of communication skills is designed to break up the study patterns in such a manner that variety in study areas is presented. Rather than an extended period of study in one course, e.g., each level presents units of each course for the entire curriculum area in a planned sequence.

Communication Skills consists of two major divisions, Basic and Advanced.

Each level (E-J) in Basic Communication Skills includes activities in structural analysis, vocabulary development, reading comprehension, structural patterns and reference skills.

Each level (K-O) in Advanced Communication Skills includes activities in spelling patterns, vocabulary development, mechanics (of language), grammar and useage. If the student is taking General Educational Development (GED) preparation, he also takes activities from literary patterns, social science and science.

The "O" level is not necessary for General Educational Development (GED), but is used for some occupational preparation areas.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 15 COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

Unit	LAP	
		BASIC COMMUNICATION SKILLS
		Level E
.01		Root Words
	.01	Recognizing Root Words
.02		Compound Words
	.01	Learning to Form Compound Words
.03		Reading Compound Word Forms
	.01	Understanding Compound Word Forms
.04		Nouns
	.01	Recognizing Nouns
.05		Alphabet
	.01	Alphabetizing
		Level F
.01		Plural Words
	.01	Forming Plural Words
.02		Synonyms, Antonyms, Hononyms
	.01	Selecting Synonyms for a Given Word
	.02	Selecting Antonyms
	.03	Selecting Hononyms
.03		Basic Reading Structures
	.01	Reading for Information and Entertainment
	.02	Learning the Function of Descriptive Words
	.03	Identifying Topic Sentences
	.04	Formulating the Main Idea

Course	Unit	LAP	
	.04		Complete Sentences
		.01	Identify and Define Complete Sentences
	.05		Alphabetizing
		.01	Alphabetizing Names and Titles
.05			Level G
	.01		Suffixes
		.01	Adding Word Endings
	.02		Word Meanings
		.01	Identifying Word Meanings
	.03		Main Idea and Recall
		.01	Using the Main Idea for Recall
		.02	Identifying Relevant Facts
		.03	Drawing Conclusions
	.04		End Punctuation
		.01	Learning to Use End Punctuation
	.05		Dictionary
		.01	Learning to Use a Dictionary
.06			Level H
	.01		Prefixes and Suffixes
		.01	Prefixes I
		.02	Prefixes II
		.03	Suffixes
	.02		Root Words
		.01	Writing Definitions for Root Words
	.03		Who, What, Where and Why
		.01	Learning to Read for Recall

	LAP	
	.02	Reading to Answer Questions
	.03	Reading to Answer Indirect Questions
	.04	Identifying Author Intention
.04		Capitalization
	.01	Learning to Properly Use Capital Letters
.05		Reference Skills
	.01	Learning the Various Parts of Books
		Level I
.01		The Apostrophe
	.01	Forming Contractions
	.02	Forming the Possessive
.02		Syllabication and Context Clues
	.01	Separating Words into Syllables
	.02	Context Clues I
	.03	Context Clues II
.03		Preparation for Technical Reading
	.01	Defining Similes, Metaphors, and Personification
	.02	Reading for Sequence
	.03	Reading Technical Materials
.04		Subject/Verb Agreement
	.01	Learning Proper Subject/Verb Agreement
.05		The Encyclopedia
	.01	Using the Encyclopedia

⑤

Curriculum Area: 15

COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

Course	Unit	LAP	
.08			Level J
	.01		Syllabication
		.01	Syllabilizing Words
	.02		Noun Plurals and Guide Words
		.01	Forming Plurals and Relating Them to Guide Words
	.03		Directional Reading
		.01	Reading for Detail
		.02	Listing Words into Proper Groups
		.03	Following Directions
	.04		Placing Words
		.01	Placing Adjectives
		.02	Placing Adverbs
		.03	Placing Pronouns
	.05		Dewey Decimal System
		.01	Classifying Books I
		.02	Classifying Books II
			ADVANCED COMMUNICATION SKILLS
.09			Level K
	.01		Possessives and Contractions and Plural Nouns
		.01	Properly Forming Possessives of Singular Nouns
		.02	Properly Forming Contractions
		.03	Properly Forming Noun Plurals
	.02		Prefixes and Suffixes
		.01	Joining Prefixes with Root Words
		.02	Joining Suffixes with Root Words

Curriculum Area: 15

COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

Unit	LAP	
.03		Capitalization
	.01	Identifying Proper and Improper Capitalization
.04		The Eight Parts of Speech
	.01	Nouns, Pronouns, and Verbs
	.02	Adjectives and Adverbs
	.03	Prepositions, Conjunctions and Interjections
.05		Verb Forms
	.01	Defining and Identifying Regular and Irregular Verbs
	.02	Subject/Verb Agreement
		Level L
.01		Prefixes and Suffixes
	.01	Adding Prefixes and Suffixes to Root Words
.02		Context Clues
	.01	Using Context Clues for Word Meaning
	.02	Context Clues Through Inference
.03		Terminal Punctuation and Quotation Marks
	.01	Using Terminal Punctuation
	.02	Using Quotation Marks
.04		Modifiers
	.01	Using Adjectives
	.02	Using Adverbs
.05		Comparatives
	.01	Properly Using Confusing Word Pairs

Course	Unit	LAP	
.11			Level M
	.01		Blends
		.01	Spelling "ie" and "ei" Words
	.02		Integrating Sentences into Paragraphs
		.01	Interpreting Sentences
		.02	Reading Paragraphs for the Main Idea
	.03		Properly Using Commas
		.01	Properly Using Commas
		.02	Using Commas
	.04		Objects
		.01	Learing to Identify Objects
	.05		Pronouns and Prepositions
		.01	Properly Using Pronouns
		.02	Properly Using Prepositions
.12			Level N
	.01		Spelling Demons I and II
		.01	Learning to Spell Difficult Words I
		.02	Learning to Spell Difficult Words II
	.02		Facts, Opinions, Issues and Inferences
		.01	Learning to Read for Facts, Opinions, and Issues
		.02	Learning to Read for Inferences
	.03		Semicolons, Dashes, and Colons
		.01	Using Semicolons, Dashes and Colons

Curriculum Area: 15

COMMUNICATION SKILLS

Job Title:

DATE 1-9-75

	Unit	LAP	
	.04		Sentence Structure
		.01	Developing Sentences
	.05		Exact Sentence Writing
		.01	Writing Concise Sentences
3			Level O
	.01		Commonly Misspelled Words
		.01	Learning to Correctly Spell Words
	.02		Formal Vocabulary
		.01	Learning Differences Between Formal and Colloquial Language
	.03		Troublesome Punctuation
		.01	Learning to Use Troublesome Punctuation
	.04		Rules for Manuscript
		.01	Learning How to Lay Out a Paper
	.05		Paragraphs into Compositions
		.01	Learning to Fit Paragraphs into Compositions
		.02	Learning to Write Compositions

⑦

Course	Unit	LAP	

CURRICULUM AREA 24: Office Education

Office Education contains job titles in six related phases of office work.

Keypunch Operator - covers keyboard typing, keypunch and data processing.

Clerk - covers basic typing, filing, use of adding machines and office procedures.

Clerk Typist - covers advanced typing skills including transcription, further use of calculators and adding machines, business writing and office procedures.

Clerk-Stenographer - covers the material covered by a Clerk-Typist plus basic accounting, keypunch, shorthand and more advanced secretarial procedures.

Accounting Clerk - covers use of adding machines and calculators, filing, basic typing and basic accounting.

Bookkeeper - covers use of adding machines and calculators, filing, keypunch, basic typing, business writing and accounting.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Keypunch Operator

DATE 1-3-75

Course	Unit	LAP	
06			Data Processing
	.01		Introduction to Business Data Processing
		.01	The Data Processing Cycle
		.02	Data Processing Operations
	.02		Manual and Mechanical Data Processing
		.01	Manual Data Processing
		.02	Direct Entry Records For Sale
		.03	Direct Entry Records For Purchase
		.04	Mechanical Data Processing
	.03		Punched Card Data Processing
		.01	The Punched Card
		.02	Punched Card Machines
		.03	Applications of Punched Card Data
	.04		Common Language Media
		.01	Punched Tape and Edge Punched Cards
		.02	Card Punching, Magnetic Recording and Scanning
	.05		Electronic Data Processing
		.01	The Computer
		.02	Components of a Computer System
		.03	Programming a Computer
		.04	Applications of Electronic Data Processing
10			Keypunch
	.01		Introduction to IBM 29 Print Card Punch
		.01	Operation of Keys and Switches
		.02	Operative Parts and Features
		.03	Additional Instructions for the IBM 29
	.02		Numeric and Keyboard Exercise/Program Card
		.01	Number Keyboard Exercises
		.02	Punching a Program Card
		.03	Removing and Mounting a Program Card
	.03		Punching Practice Jobs
		.01	Job No. 3
		.02	Job No. 4
		.03	Job No. 5
		.04	Job No. 6
		.05	Job No. 7
		.06	Job No. 8
		.07	Job No. 9
		.08	Job No. 10
		.09	Job No. 11
		.10	Job No. 12
	.04		Introduction to Related Unit Record
		.01	The IBM 29 Verifier
		.02	The IBM Sorter
.17			Keyboard Typing
	.01		The Alphabetic Keys
		.01	Home Row Keys
		.02	H-E Pica/Elite
		.03	I-T Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Keypunch Operator

DATE 1-3-75

Course	Unit	LAP	
	.03		The Number Keys
		.01	1-3-7
		.02	9-5/Colon
		.03	6-2 Diagonal
		.04	8-4-0
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
		.04	Percent, Underline
		.05	Asterick, Fraction, Cent

Course	Unit	LAP	

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk

DATE 1-3-75

	Unit	LAP	
3			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions
8			Filing
	.01		Filing Rules
		.01	Filing Rules 1-10
		.02	Alphabetic Correspondence Filing
		.03	Subject Correspondence Filing
		.04	Filing Rules 11-20
17			Keyboard Typing
	.01		The Alphabetic Keys
		.01	Home Row Keys
		.02	H-E-Pica/Elite
		.03	I-T-Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		07	O-Y-X Backspace
		.08	B-F
		.09	V-Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill

Course	Unit	LAP	
	.03		The Number Keys
		.01	1-3-7
		.02	9-5/Colon
		.03	6-2 Diagonal
		.04	8-4-0
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
		.04	Percent, Underline
		.05	Asterick, Fraction, Cent
.18			Production Typing
	.01		Typing Techniques
		.01	Horizontal Centering
		.02	Vertical Centering
		.03	Proofreader's Marks
		.04	Correcting Errors
		.05	Spreading and Squeezing
		.06	Tabulation
		.07	Dividing Words
	.02		Business Letters (partial)
		.01	Personnel Letter
		.02	Small Envelope
		.03	Business Letter
		.04	Carbon Packs
		.05	Business Letters/Special Features
		.06	Large Envelope
		.07	Chain Feeding Envelopes
			Production Test I
		.08	Attention Line
		.09	Subject Line
	.04		Common Business Forms (partial)
		.01	Typing A Postcard
		.04	Memos
		.06	Purchase Requisitions

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk

	Unit	LAP	
21			Modern Office Procedures
	.01		Mail Handling
		.01	Incoming and Outgoing Mail
		.02	Classes of Domestic Mail
		.03	Special Domestic Mail
		.04	Problem Situations & Shipping Services
		.05	Telegraph Services
	.02		Communications
		.01	Effective Telephone Use
		.02	Long Distance Telephone Use & Telephone Equipment
		.03	Greeting Callers
		.04	Travel
	.04		Data Processing
		.01	How Data is Processed
		.02	Computers and Data
	.05		Duplicating Methods
		.01	Spirit Duplicating
		.02	Mimeograph
		.03	Additional Duplicating Processes

DATE 1/3/75

Course	Unit	LAP	

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Typist

DATE 1-3-75

	Unit	LAP	
2			Business Writing
	.01		Principles of Good Business Correspondence
		.01	Planning the Message
		.02	Paragraph Development
		.03	Organization and Unity
		.04	Coherance and Conciseness
		.05	Forcefulness
		.06	Clearness, Completeness and Courtesy
		.07	Tone
		.08	Power Take-Off Smooth Landing
	.02		Application of Principles
		.01	Requests and Acknowledgments
		.02	Special Orders and Requests
		.03	Special Replies
		.04	Goodwill Letters
		.05	Sales Letters
		.06	Claim and Adjustment Letters
		.07	Credit Letters
		.08	Collection Letters
		.09	Business Reports
			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions

Course	Unit	LAP	
.04			Printing Calculator
	.01		Introductior/Addition/Subtraction
		.01	Names, Symbols, and Functions
		.02	Touch Addition - All Keys
		.03	Subtraction - All Keys
	.02		Multiplication/Division
		.01	Multiplication - Whole Numbers, Fractions
		.02	Multiplication - Addition of Products
		.03	Constant Multiplication - Addition
		.04	Multifactor Multiplication
		.05	Division of Whole Numbers and Decimals
.05			Electronic Calculator
	.01		Introduction/Addition/Subtraction
		.01	Introduction to the Machine
		.02	Touch Addition - Home Row Keys
		.03	Touch Addition - 7, 8, 9 Keys
		.04	Touch Addition - 0, 1, 2, 3 Keys
		.05	Subtraction
		.06	Sum of Differences
	.02		Multiplication
		.01	Multiolication - Whole Numbers and Decimals
		.02	Multiplication - Whole Numbers and Fractions
		.03	Multifactor Multiplication
		.04	Accumulative Multiplication
		.05	Constant Multiplication - Addition of Products
		.06	Sum of Products
		.07	Difference of Products
		.08	Product of Sums
		.09	Calculating Product of Differences

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Typist

DATE 1-3-75

Unit	LAP	
.03		Division
	.01	Division - Whole Numbers and Decimals
	.02	Division - Whole Numbers and Fractions
	.03	Constant Division
	.04	Sum of Quotients and Difference of Quotients
.04		Practical Application Problems
	.01	Calculating of Percentages
	.02	Calculating Amount of Percentage of Increase & Decrease
	.03	Calculating Amount of Discount and Net Amount
	.04	Calculating Net Amount Using Complements and Chain Discount Equivalents
	.05	Markup or Markdown Based on Cost or Selling Price
	.06	Calculation of Simple Interest
	.07	Truth in Lending
		Filing
.01		Filing Rules I
	.01	Filing Rules 1-10
	.02	Alphabetic Correspondence Filing
	.03	Subject Correspondence Filing
	.04	Filing Rules 11-20
		Full Keyboard Adding Machine
.01		Addition/Subtraction
	.01	Addition - Zeros; One and Two Digit Numbers
	.02	Addition - Three Digit Numbers
	.03	Addition - Four, Five and Six Digit Numbers
	.04	Subtraction - Correction of Errors
	.05	Repeat Addition

⑭

Course	Unit	LAP	
		.06	Fixed Decimal Point
	.02		Multiplication
		.01	Multiplication
		.02	Decimals, Fractions and Percentages
		.03	Multiplication - Short Cut Method
.17			Keyboard Typing
	.01		The Alphabetic Keys
		.01	Home Row Keys
		.02	H-E Pica/Elite
		.03	I-T Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V-Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill
	.03		The Number Keys
		.01	1-3-7
		.02	9-5/Colon
		.03	6-2 Diagonal
		.04	8-4-0
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
		.04	Percent, Underline
		.05	Asterisk, Fraction, Cent

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Typist

DATE 1-3-75

Unit	LAP	
		Production Typing
.01		Typing Techniques
	.01	Horizontal Centering
	.02	Vertical Centering
	.03	Proofreader's Marks
	.04	Correcting Errors
	.05	Spreading and Squeezing
	.06	Tabulation
	.07	Dividing Words
.02		Business Letters
	.01	Personnel Letter
	.02	Small Envelope
	.03	Business Letter
	.04	Carbon Packs
	.05	Business Letters/Special Features
	.06	Large Envelope
	.07	Chain Feeding Envelopes
		Production Test I
	.08	Attention Line
	.09	Subject Line
	.10	Optional Features
		Production Test II
	.11	Simplified Letters
		Production Test III
.03		Tables
	.01	Tables
	.02	Tabulated Reports
	.03	Tables/Special Features
	.04	Tabulated Reports
		Production Test IV
04		Common Business Forms
	01	Typing a Postcard
	02	Outlines
	03	Memo in Block Style
	04	Memos

Course	Unit	LAP	
		.05	Alignment at Right
		.06	Purchase Requisitions
		.07	Invoices
			Production Test V
	.05		Reports
		.01	Typing a Theme
		.02	Typing an Unbound Manuscript
		.03	Top-Bound or Left-Bound Manuscript
		.04	Bibliographies
		.05	Manuscript Title Page
		.06	Program and Speech
			Production Test VI
	.06		Rough Draft Typing
		.01	Letters
		.02	Table (unarranged)
		.03	Listing
		.04	Manuscript
		.05	Bank Reconciliation
		.06	Letter with Tabulation
		.07	Report
		.08	Memo
.19			Machine Transcription
	.01		Use of the Period and Question Mark
		.01	Use of the Period (Letters 2, 3, and 8)
		.02	Use of the Question Mark (Letter 12)
	.02		Use of the Comma
		.01	Comma with a Conjunction
		.02	Comma with Phrases
		.03	Comma with Compound Predicates
		.04	Comma with Adjectives
		.05	Identify Expressions
		.06	Comma in Direct Addresses

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Typist

DATE 1-3-75

Unit	LAP	
	.07	Comma in Residence/Business
	.08	Comma with Quotation Marks
	.09	Comma in Complex Sentences
.03		Use of the Semi-Colon
	.01	Semi-Colon with a Conjunction
	.02	Semi-Colon with Subordinate Clauses
	.03	Semi-Colon Intriducing Enumeration
.04		Use of the Colon
	.01	Colon to Introduce Lists
	.02	Rewiewing Cautions in the Use of Colons
	.03	Colon with Quotation Marks
.05		Quotations
	.01	Quotations of Exact Words
	.02	Long Quotations
		Modern Office Procedures
.01		Mail Handling
	.01	Incoming and Outgoing Mail
	.02	Classes of Domestic Mail
	.03	Special Domestic Mail
	.04	Problem Situations & Shipping Services
	.05	Telegraph Services
.02		Communications
	.01	Effective Telephone Use
	.02	Long Distance Telephone Use & Telephone Equipment
	.03	Greeting Callers
	.04	Travel
.04		Data Processing
	.01	How Data is Processed
	.02	Computers and Data

Course	Unit	LAP	
	.05		Duplicating Methods
		.01	Spirit Duplicating
		.02	Mimeograph
		.03	Additional Duplicating Processes

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

DATE 1-3-75

	Unit	LAP	
1			Accounting
	.01		Classifying and Examining Accounts
		.01	Starting an Accounting System
		.02	Recording the Opening Entry
		.03	Posting the Opening Entry
		.04	Debit and Credit of Business Transactions
		.05	Debit and Credit of Income and Expense
		.06	Journalizing Business Transactions
	.02		Ledger, Work Sheet and Financial Statement
		.01	Posting
		.02	Proving the Accuracy
			Project No. 1
		.03	The Six-Column Work Sheet
		.04	The Income Statement and Balance Sheet
		.05	Closing the Ledger
			Project No. 2
	.03		Classifying Accounts, Adjusting the Closing Entries
		.01	Journalizing Transactions
		.02	Posting to Ledgers
		.03	The Checking Account
		.04	Stereotronics - Part I
		.05	Eight-Column Work Sheet
		.06	Financial Statements
		.07	Adjusting and Closing Entries
		.08	Stereotronics - Part II
	.04		Payroll Transactions and Data Processing
		.01	Payroll Records
		.02	Payroll Accounts

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Course	Unit	LAP	
.02			Business Writing
	.01		Principles of Good Business Correspondence
		.01	Planning the Message
		.02	Paragraph Development
		.03	Organization and Unity
		.04	Coherence and Conciseness
		.05	Forcefulness
		.06	Clearness, Completeness and Courtesy
		.07	Tone
		.08	Power Take-Off Smooth Landing
	.02		Application of Principles
		.01	Requests and Acknowledgments
		.02	Special Orders and Requests
		.03	Special Replies
		.04	Goodwill Letters
		.05	Sales Letters
		.06	Claim and Adjustment Letters
		.07	Credit Letters
		.08	Collection Letters
		.09	Business Reports
.03			Ten-Key Adding Machine
	.01		Introduction/Adding/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

	Unit	LAP	
4			Printing Calculator
	.01		Introduction/Addition/Subtraction
		.01	Names, Symbols, and Functions
		.02	Touch Addition - All Keys
		.03	Subtraction - All Keys
	.02		Multiplication/Division
		.01	Multiplication - Whole Numbers, Fractions
		.02	Multiplication - Addition of Products
		.03	Constant Multiplication - Addition
		.04	Mulifactor Multiplication
		.05	Division of Whole Numbers and Decimals
5			Electronic Calculator
	.01		Introduction/Addition/Subtraction
		.01	Introduction to the Machine
		.02	Touch Addition - Home Row Keys
		.03	Touch Addition - 7,8,9 Keys
		.04	Touch Addition - 0,1,2,3 Keys
		.05	Subtraction
		.06	Sum of Differences
	.02		Multiplication
		.01	Multiplication - Whole Numbers and Decimals
		.02	Multiplication - Whole Numbers and Fractions
		.03	Multifactor Multiplication
		.04	Accumulative Multiplication
		.05	Constant Multiplication - Addition of Products
		.06	Sum of Products
		07	Difference of Products
		08	Product of Sums
		09	Calculating Product of Differences

DATE 1-3-75

Course	Unit	LAP	
	.03		Division
		.01	Division - Whole Numbers and Decimals
		.02	Division - Whole Numbers and Fractions
		.03	Constant Division
		.04	Sum of Quotients and Difference of Quotients
	.04		Practical Application Problems
		.01	Calculating of Percentages
		.02	Calculating Amount and Percentages of Increase & Degrease
		.03	Calculating Amount of Discount and Net Amount
		.04	Calculating Net Amount Using Complements and Chain Discount Equivalents
		.05	Markup or Markdown Based On Cost or Selling Price
		.06	Calculation of Simple Interest
		.07	Truth in Lending
.08			Filing
	.01		Filing Rules I
		.01	Filing Rules 1-10
		.02	Alphabetic Correspondence Filing
		.03	Subject of Correspondence Filing
		.04	Filing Rules 11-20
.10			Keypunch
	.01		Introduction to IBM 29 Print Card Punch
		.01	Operation of Keys and Switches
		.02	Operative Parts and Features
		.03	Additional Instructions for the IBM 29

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

DATE 1-8-75

Unit	LAP	
.02		Numeric and Keyboard Exercises/ Program Card
	.01	Number Keyboard Exercises
	.02	Punching a Program Card
	.03	Removing and Mounting a Program Card
		Full Keyboard Adding Machine
.01		Addition/Subtraction
	.01	Addition - Zeros; One and Two Digit Numbers
	.02	Addition - Three Digit Numbers
	.03	Addition - Four, Five and Six Digit Numbers
	.04	Subtraction - Correction of Errors
	.05	Repeat Addition
	.06	Fixed Decimal Point
.02		Multiplication
	.01	Multiplication
	.02	Decimals, Fractions and Percentages
	.03	Multiplication - Short Cut Method
		Beginning
.01		Lessons 1-20
	.01	Lessons 1 and 2
	.02	Lesson 3
	.03	Lesson 4
	.04	Lesson 5
	.05	Lesson 6
	.06	Lesson 7
	.07	Lesson 8
	.08	Lesson 9
	.09	Lesson 10
	.10	Lesson 11
	.11	Lesson 12
	.12	Lesson 13
	.13	Lesson 14
	.14	Lesson 15

Course	Unit	LAP	
		.15	Lesson 16
		.16	Lesson 17
		.17	Lesson 18
		.18	Lesson 19
		.19	Lesson 20
	.02		Lessons 21-40
		.01	Lesson 21
		.02	Lesson 22
		.03	Lesson 23
		.04	Lesson 24
		.05	Lesson 25
		.06	Lesson 26
		.07	Lesson 27
		.08	Lesson 28
		.09	Lesson 29
		.10	Lesson 30
		.11	Lesson 31
		.12	Lesson 32
		.13	Lesson 33
		.14	Lesson 34
		.15	Lesson 35
		.16	Lesson 36
		.17	Lesson 37
		.18	Lesson 38
		.19	Lesson 39
		.20	Lesson 40
.16			Shorthand Transcription
	.01		Preparation
		.01	Predictation Preparation
		.02	Dictation on the Job
		.03	Transcription on the Job
		.04	Transcription Alertness
	.02		Speed Building
		.01	Lessons 1-10
		.02	Lessons 11-20
		.03	Lessons 21-30
		.04	Lessons 31-40

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

DATE 1-8-75

Unit	LAP	
.03		Advanced Speed Building
	.01	Lessons 41-50
	.02	Lessons 51-60
	.03	Lessons 61-70
	.04	Lessons 71-80
		Keyboard Typing
.01		The Alphabetic Keys
	.01	Home Row Keys
	.02	H-E Pica/Elite
	.03	I-T Period/Left Shift
	.04	O-R-N
	.05	W-U-C/Right Shift
	.06	P-G-M
	.07	Q-Y-X Backspace
	.08	B-F
	.09	V-Question Mark
.02		Speed Building
	.01	Margin Stops/Building Speed
	.02	Building Typing Speed
	.03	Building Typing Speed and Skill
.03		The Number Keys
	.01	1-3-7
	.02	9-5/Colon
	.03	6-2 Diagonal
	.04	8-4-0
.04		The Symbol Keys and Related Spacing Rules
	.01	Hyphen, Spacing
	.02	Dollar, Apostrophe
	.03	Number, Ampersand
	.04	Percent, Underline
	.05	Asterick, Fraction, Cent
		Production Typing
.01		Typing Techniques
	.01	Horizontal Centering
	.02	Vertical Centering
	.03	Proofreader's Marks

Course	Unit	LAP	
		.04	Correcting Errors
		.05	Spreading and Squeezing
		.06	Tabulation
		.07	Dividing Words
	.02		Business Letters
		.01	Personal Letter
		.02	Small Envelope
		.03	Business Letter
		.04	Carbon Packs
		.05	Business Letters/Special Features
		.06	Large Envelope
		.07	Chain Feeding Envelopes
			Production Test I
		.08	Attention Line
		.09	Subject Line
		.10	Optional Features
			Production Test II
		.11	Simplified Letters
			Production Test III
	.03		Tables
		.01	Tables
		.02	Tabulated Reports
		.03	Tables/Special Features
		.04	Tabulated Reports
			Production IV
	.04		Common Business Forms
		.01	Typing a Postcard
		.02	Outlines
		.03	Memo in Block Style
		.04	Memos
		.05	Alignment at Right
		.06	Purchase Requisition
		.07	Invoices
			Production Test V

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

Unit	LAP	
.05		Reports
	.01	Typing a Theme
	.02	Typing an Unbound Manuscript
	.03	Top-Bound or Left-Bound Manuscript
	.04	Bibliographies
	.05	Manuscript Title Page
	.06	Program and Speech Production Test VI
.06		Rough Draft Typing
	.01	Letters
	.02	Table (unarranged)
	.03	Listing
	.04	Manuscript
	.05	Bank Reconciliation
	.06	Letter with Tabulation
	.07	Report
	.08	Memo
		Machine Transcription
.01		Use of the Period and Question Mark
	.01	Use of the Period (Letters 2, 3, and 8)
	.02	Use of the Question Mark (Letter 12)
.02		Use of the Comma
	.01	Comma with a Conjunction
	.02	Comma with Phrases
	.03	Comma with Compound Predicates
	.04	Comma with Adjectives
	.05	Identify Expressions
	.06	Comma in Direct Addresses
	.07	Comma in Residence/Business
	.08	Comma with Quotation Marks
	.09	Comma in Complex Sentences

DATE 1-8-75

Course	Unit	LAP	
	.03		Use of the Semi-Colon
		.01	Semi-Colon with a Conjunction
		.02	Semi-Colon with Subordinate Clauses
		.03	Semi-Colon Introducting Enumeration
	.04		Use of the Colon
		.01	Colon to Introduce Lists
		.02	Reviewing Cautions in the Use of Colons
		.03	Colon with Quotation Marks
	.05		Quotations
		.01	Quotations of Exact Words
		.02	Long Quotations
.20			Secretary On-The-Job
	.01		Day 1
		.01	Job 1
		.02	Job 2
	.02		Day 2
		.01	Job 1
		.02	Job 2
		.03	Job 3
		.04	Job 4
	.03		Day 3
		.01	Job 1
		.02	Job 2
		.03	Job 3
	.04		Day 4
		.01	Job 1
		.02	Job 2
	.05		Day 5
		.01	Job 1
		.02	Job 2
		.03	Job 3

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Clerk-Stenographer

DATE 1-9-75

	Unit	LAP	
	.06		Day 6
		.01	Job 1
	.07		Day 7
		.01	Job 1
	.08		Day 8
		.01	Job 1
	.09		Day 9
		.01	Job 1
		.02	Job 2
	.10		Day 10
		.01	Job 1
	.11		Day 11
		.01	Job 1
		.02	Job 2
	.12		Day 12
		.01	Job 1
		.02	Job 2
	.13		Day 13
		.01	Job 1
		.02	Job 2
	.14		Day 14
		.01	Job 1
		.02	Job 2
		.03	Job 3
1			Modern Office Procedures
	.01		Mail Handling
		.01	Incoming and Outgoing Mail
		.02	Classes of Domestic Mail
		.03	Special Domestic Mail
		.04	Problem Situations and Shipping Services
		.05	Telegraph Services

Course	Unit	LAP	
	.02		Communications
		.01	Effective Telephone Use
		.02	Long Distance Telephone Use and Telephone Equipment
		.03	Greeting Callers
		.04	Travel
	.04		Data Processing
		.01	How Data Is Processed
		.02	Computers and Data
	.05		Duplicating Methods
		.01	Spirit Duplicating
		.02	Mimeograph
		.03	Additional Duplicating Processes

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Accounting Clerk

DATE 1-9-75

Unit	LAP	
		Accounting
.01		Classifying and Examining Accounts
	.01	Starting An Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
.02		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy Project No. 1
	.03	The Six-Column Work Sheet
	.04	The Income Statement and Balance Sheet
	.05	Closing the Ledger Project No. 2
.03		Classifying Accounts, Adjusting and Closing Entries
	.01	Journalizing Transactions
	.02	Posting to Ledgers
	.03	The Checking Account
	.04	Stereotronics - Part 1
	.05	Eight-Column Work Sheet
	.06	Financial Statements
	.07	Adjusting and Closing Entries
	.08	Stereotronics - Part II
.04		Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts

Course	Unit	LAP	
.03			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions
.04			Printing Calculator
	.01		Introduction/Addition/Subtraction
		.01	Names, Symbols, and Functions
		.02	Touch Addition All Keys
		.03	Subtraction All Keys
	.02		Multiplication/Division
		.01	Multiplication Whole Numbers, Fractions
		.02	Multiplication Addition of Products
		.03	Constant Multiplication - Addition
		.04	Multifactor Multiplication
		.05	Division of Whole Numbers and Decimals
.05			Electronic Calculator
	.01		Introduction/Addition/Subtraction
		.01	Introduction to the Machine
		.02	Touch Addition Home Row Keys
		.03	Touch Addition 7,8,9 Keys
		.04	Touch Addition 0,1,2,3 Keys

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Accounting Clerk

Unit	LAP	
	.05	Subtraction
	.06	Sum of Differences
.02		Multiplication
	.01	Multiplication - Whole Numbers and Decimals
	.02	Multiplication - Whole Numbers and Fractions
	.03	Multifactor Multiplication
	.04	Accumulative Multiplication
	.05	Constant Multiplication - Addition of Products
	.06	Sum of Products
	.07	Difference of Products
	.08	Product of Sums
	.09	Calculating Product of Differences
.03		Division
	.01	Division - Whole Numbers and Decimals
	.02	Division - Whole Numbers and Fractions
	.03	Constant Division
	.04	Sum of Quotients and Difference of Quotients
.04		Practical Application Problems
	.01	Calculating of Percentages
	.02	Calculating Amount and Percentage of Increase & Decrease
	.03	Calculating Amount of Discount and Net Amount
	.04	Calculating Net Amount Using Complements and Chain Discount Equivalents
	.05	Markup or Markdown Based on Cost or Selling Price
	.06	Calculation of Simple Interest
	.07	Truth in Lending

DATE 1-9-75

Course	Unit	LAP	
.13			Full Keyboard Adding Machine
	.01		Addition/Subtraction
		.01	Addition - Zeros; One and Two Digit Numbers
		.02	Addition - Three Digit Numbers
		.03	Addition - Four, Five and Six Digit Numbers
		.04	Subtraction - Correction of Errors
		.05	Repeat Addition
		.06	Fixed Decimal Point
	.02		Multiplication
		.01	Multiplication
		.02	Decimals, Fractions and Percentages
		.03	Multiplication - Short Cut Method
.08			Filing
	.01		Filing Rules
.17			Keyboard Typing
	.01		The Alphabetic Keys
		.01	Home Row Keys
		.02	H-E-Pica/Elite
		.03	I-T-Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Accounting Clerk

DATE 1-9-75

Unit	LAP	
.03		The Number Keys
	.01	1-3-7
	.02	9-5/Colon
	.03	6-2 Diagonal
	.04	8-4-0
.04		The Symbol Keys and Related Spacing Rules
	.01	Hyphen, Spacing
	.02	Dollar, Apostrophe
	.03	Number, Ampersand
	.04	Percent, Underline
	.05	Asterick, Fraction, Cent

Course	Unit	LAP	

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Bookkeeper

DATE 1-9-75

Unit	LAP	
		Accounting
.01		Classifying and Examining Accounts
	.01	Starting An Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
.02		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy
		Project No. 1
	.03	The Six-Column Work Sheet
	.04	The Income Statement and Balance Sheet
	.05	Closing the Ledger
		Project No. 2
.03		Classifying Accounts, Adjusting and Closing Entries
	.01	Journalizing Transactions
	.02	Posting to Ledgers
	.03	The Checking Account
	.04	Stereotronics - Part 1
	.05	Eight-Column Work Sheet
	.06	Financial Statements
	.07	Adjusting and Closing Entries
	.08	Stereotronics - Part II
04		Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts

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Course	Unit	LAP	
		.03	Data Processing Systems: Manual and Mechanical
		.04	Data Processing Systems: Unit Record
		.05	Data Processing Systems: Electronic
	.05		Special Journals
		.01	Special Journals: Purchases and Cash Payments
		.02	Special Journals: Sales Cash Receipts
		.03	Cash Register System and Petty Cash
			Project No. 3
	.06		Sales Tax, Bad Debts and Depreciation
		.01	Sales Tax and Tax and Purchases Systems
		02	Bad Debts and Valuation of Accounts Receivable
		.03	Fixed Assets and Depreciation
		.04	Disposing of Fixed Assets
		.05	Camper's Cove-Business Simulation
	.07		Notes, Partnerships and Corporations
		.01	Notes and Interest
		.02	Accrued Income and Accrued Expenses
		.03	Partnerships
		.04	Corporations
.02			Business Writing
	.01		Principles of Good Business Correspondence
		.01	Planning the Message

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Bookkeeper

DATE 1-9-75

Unit	LAP	
	.02	Paragraph Development
	.03	Organization and Unity
	.04	Coherence and Conciseness
	.05	Forcefulness
	.06	Clearness, Completeness and Courtesy
	.07	Tone
	.08	Power Take-Off-Smooth Landing
		Ten-Key Adding Machine
.01		Introduction/Addition/Subtraction
	.01	Introduction, Touch Addition and Home Keys
	.02	Touch Addition, 7-8-9 Keys
	.03	Touch Addition, All Ten Keys
	.04	Subtraction, All Keys
.02		Multiplication
	.01	Multiplication, Whole Numbers and Decimals
	.02	Short-Cut Multiplication Parts 1 and 2
	.03	Multiplication of Fractions
		Printing Calculator
.01		Introduction/Addition/Subtraction
	.01	Names, Symbols, and Functions
	.02	Touch Addition - All Keys
	.03	Subtraction - All Keys
.02		Multiplication/Division
	.01	Multiplication - Whole Numbers, Fractions
	.02	Multiplication - Addition of Products
	.03	Constant Multiplication Addition
	.04	Multifactor Multiplication
	.05	Division of Whole Numbers and Decimals

Course	Unit	LAP	
.05			Electronic Calculator
	.01		Introduction/Addition/Subtraction
		.01	Introduction to the Machine
		.02	Touch Addition - Home Row Keys
		.03	Touch Addition - 7,8,9 Keys
		.04	Touch Addition - 0,1,2,3 Keys
		.05	Subtraction
		.06	Sum of Differences
	.02		Multiplication
		.01	Multiplication - Whole Numbers and Decimals
		.02	Multiplication - Whole Numbers and Fractions
		.03	Multifactor Multiplication
		.04	Accumulative Multiplication
		.05	Constant Multiplication - Addition of Products
		.06	Sum of Products
		.07	Difference of Products
		.08	Product of Sums
		.09	Calculating Product of Differences
	.03		Division
		.01	Division - Whole Numbers and Decimals
		.02	Division - Whole Numbers and Fractions
		.03	Constant Division
		.04	Sum of Quotients and Difference of Quotients
	.04		Practical Application Problems
		.01	Calculating or Percentages
		.02	Calculating Amount and Percentage of Increase & Decrease
		.03	Calculating Amount of Discount and Net Amount

Curriculum Area: 24

OFFICE EDUCATION

Job Title:

Bookkeeper

DATE 1-9-75

Unit	LAP	
	.04	Calculating Net Amount Using Complements and Chain Discount Equivalents
	.05	Markup or Markdown Based on Cost or Selling Price
	.06	Calculation of Simple Interest
	.07	Truth in Lending
		Filing
.01		Filing Rules
		Keypunch
.01		Introduction to IBM 29 Print Card Punch
	.01	Operation of Keys and Switches
	.02	Operative Parts and Features
	.03	Additional Instructions for the IBM 29
.02		Numeric and Keyboard Exercises/ Program Card
	.01	Number Keyboard Exercises
	.02	Punching a Program Card
	.03	Removing and Mounting a Program Card
		Full Keyboard Adding Machine
.01		Addition/Subtraction
	.01	Addition - Zeros; One and Two Digit Numbers
	.02	Addition - Three Digit Numbers
	.03	Addition - Four, Five and Six Digit Numbers
	.04	Subtraction - Correction of Errors
	.05	Repeat Addition
	.06	Fixed Decimal Point
		Keyboard Typing
01		The Alphabetic Keys
	.01	Home Row Keys

Course	Unit	LAP	
		.02	H-E-Pica/Elite
		.03	I-T-Period/Left Shift
		.04	O-R-N
		.05	W-U-C/Right Shift
		.06	P-G-M
		.07	Q-Y-X Backspace
		.08	B-F
		.09	V-Question Mark
	.02		Speed Building
		.01	Margin Stops/Building Speed
		.02	Building Typing Speed
		.03	Building Typing Speed and Skill
	.03		The Number Keys
		.01	1-3-7
		.02	9-5/Colon
		.03	6-2 Diagonal
		.04	8-4-0
	.04		The Symbol Keys and Related Spacing Rules
		.01	Hyphen, Spacing
		.02	Dollar, Apostrophe
		.03	Number, Ampersand
		.04	Percent, Underline
		.05	Asterick, Fraction, Cent
	.05		Production Typing for Bookkeeping
		.01	Memorandum
		.02	Horizontal Centering
		.03	Vertical Centering
		.04	Business Letter
		.05	Correcting Errors
		.06	Tabulation
		.07	Carbon Copies
		.08	Purchase Requisitions
		.09	Financial Statement

CURRICULUM AREA 25: Lodging Services

The Lodging Services curriculum area prepares students for five positions within the Hotel-Motel field.

Maid - covers room cleaning.

Supervisory Housekeeper - includes care and maintenance of rooms plus supervisory skills including recruitment of, selection of and communications with staff, work improvement techniques, planning and scheduling, and health safety rules.

Desk Clerk - the student learns skills in use of front office procedures by operating a front desk, handling cash and credit transactions, maintaining clerical records, balancing and checking the house bank, using accounting machines (NCR 42, Sweda 76, NCR Class 5, and Sweda Data Register) for night auditor functions. Desk Clerk job title also receives support from Curriculum Area 24: Office Education in accounting and use of ten key adding machines.

Night Auditor - included in the course are the basic policies and procedures used by a Night Auditor in hotels-motels. Students learn how to prepare the audit using machines and hand method. Experience is gained on three types of posting machines: the NCR Class 5; NCR 51; and, the Sweda Data Register. Night Auditor receives support from Curriculum Area 24: Office Education in accounting procedures and use of the ten key adding machine.

Assistant Manager Trainee - the assistant manager job title includes the same courses as Desk Clerk with the addition of three units from Curriculum Area 27: Marketing & Distribution in purchasing and business finance and control.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 25

LODGING SERVICES

Job Title:

Maid

DATE 1/3/75

	Unit	LAP	
1			Houskeeping Operations
	.01		Care of the Rooms
		.01	Cleaning the Bathroom
		.02	Making up the Room
		.03	Special Types of Rooms
		.04	Care and Safety
		.05	Interior Design

Course	Unit	LAP	

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 25
LODGING SERVICES

Job Title:
Supervisory Housekeeper

DATE 1/3/75

Course	Unit	LAP	
01			Housekeeping Operations
	.01		Care of the Rooms
		.01	Cleaning the Bathroom
		.02	Making up the Room
		.03	Special Types of Rooms
		.04	Care and Safety
		.05	Interior Design
	.02		Working with Staff
		.01	Staff Positions and Duties
		.02	Job Description
		.03	Recruitment of Staff
		.04	Selection of Staff
		.05	Placement of Staff
		.06	Staff Relations
		.07	Communication with Staff
	.03		Work Improvement Techniques
		.01	Work Simplification
		.02	Work Sampling
		.03	Time Standards
	.04		Organizing, Planning, Scheduling
		.01	Organizing
		.02	Planning
		.03	Scheduling
	.05		Housekeeping Material and Equipment
		.01	Cost Control
		.02	Purchasing
		.03	Chemical Cleaners
		.04	Soaps and Detergents
		.05	Rug and Floor Cleaning Machine
		.06	Linen
	.06		Floor and Carpet Care
		.01	Resilient Floors
		.02	Wood, Terrazzo and Concrete
		.03	Carpets
	.07		Health and Safety
		.01	Sanitation
		.02	Fire Prevention
		.03	Accident Prevention

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 25 LODGING SERVICES

Job Title: Desk Clerk

DATE 1/3/75

Course	Unit	LAP	
02			Front Desk Procedures
	.01		Introduction to the Front Office
		.01	Front of the House
		.02	Staff Make-Up and Duties
		.03	Beds (checklist)
		.04	Room Accommodations (checklist)
		.05	Room Reservations (checklist)
		.06	Food, Bars and Meetings
		.07	Changing Face of Hotelkeeping
	.02		Front Desk Responsibilities
		.01	Guest Relations
		.02	Front Desk Salesmanship
		.03	Reservation Procedures
		.04	Registration Procedures
		.05	Room Procedures
		.06	Unusual Events
		.07	Hotel Rules and Regulations
	.03		Handling of Guest Charges and Credits
		.01	The Problem of Credit
		.02	Credit and Cash at Checkout
		.03	The House Bank
		.04	Credit and Bank Cards
		.05	Operating Card Equipment
		.06	Guest Charges and Credit
		.07	Desk Clerk Practice Set
	.04		Equipment Used by Desk Clerk
		.01	Front Desk Equipment
		.02	NCR 42
		.03	Recording a Voucher Charge or Credit on the NCR 42
		.04	Unusual Transactions on the NCR 42
		.05	NCR 52
		.06	Guest Transactions
		.07	NCR Class 5
		.08	NCR Class 5 - Guest Transaction
		.09	SWEDA Data Register
		.10	Guest Transactions on the SWEDA Register

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 25 LODGING SERVICES

Job Title: Night Auditor

DATE 1/3/75

Course	Unit	LAP	
2			Front Desk Procedures
	.01		Introduction to the Front Office
		.01	Front of the House
		.02	Staff Make-Up and Duties
		.03	Beds (checklist)
		.04	Room Accommodations
		.05	Room Reservations (checklist)
		.06	Food, Bars and Meetings
		.07	Changing Face of Hotelkeeping
	.02		Front Desk Responsibilities
		.01	Guest Relations
		.02	Front Desk Salesmanship
		.03	Reservation Procedures
		.04	Registration Procedures
		.05	Room Procedures
		.06	Unusual Events
		.07	Hotel Rules and Regulations
	.03		Handling of Guest Charges and Credits
		.01	The Problem of Credit
		.02	Credit and Cash at Checkout
		.03	The House Bank
		.04	Credit and Bank Cards
		.05	Operating Card Equipment
		.06	Guest Charges and Credit
		.07	Desk Clerk Practice Set
	.04		Equipment Used by Desk Clerk
		.01	Front Desk Equipment
		.02	NCR 42
		.03	Recording a Voucher Charge or Credit on the NCR 42
		.04	Unusual Transactions on the NCR 42
		.05	NCR 52
		.06	Guest Transactions
		.07	NCR Class 5
		.08	NCR Class 5 - Guest Transaction
		.09	SWEDA Data Register
		.10	Guest Transactions on the SWEDA Data Register
.03			Night Auditing Procedures
	.01		The Hand Transcript
		.01	Night Auditor Practice Set
	.02		Balancing Cashier Totals
		.01	Locating Errors
		.02	Correct Account Posting Error
		.03	Correct Amount Posting Error
		.04	Correct Department Posting Error
		.05	Credit Posting at Checkout
		.06	Correct Balance Pick-Up Error
		.07	Correct Ledger - Statement Alignment Error
		.08	Failure to Enter Old Balance
		.09	Failure to Insert Ledger - Statement
		.10	Preparing the "D" Report Worksheet
	.03		Preparing the Night Audit
		.01	Posting Room and Phone Charges
		.02	Handling Inactive Accounts
		.03	Trial Balance "D" Report
		.04	Balancing Daily Report Accounts Receivable
		.05	Preparing Daily Report Statistical Section
		.06	Preparing Daily Report Reference Data
		.07	Preparing Final "D" Report

Curriculum Area: 25

LODGING SERVICES

Job Title:

Night Auditor

DATE 1/3/75

Unit	LAP	
.04		Auditing on Miscellaneous Machines
	.01	NCR 52 Auditing
	.02	NCR Class 5 Auditing
	.03	SWEDA Data Register Auditing
		SUPPORT FROM OFFICE EDUCATION TO LODGING
		Accounting
.01		Classifying and Examining Accounts
	.01	Starting an Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
.02		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy
		Project No. 1
	.03	The Six-Column Work Sheet
	.04	The Income Statement and Balance Sheet
	.05	Closing the Ledger
		Project No. 2
.04		Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts

Course	Unit	LAP	
.03			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7 8 9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 25

LODGING SERVICES

Job Title:

Assistant Manager Trainee

DATE 1/6/75

Unit	LAP	
		Housekeeping Operations
.01		Care of the Rooms
	.01	Cleaning the Bathroom
	.02	Making up the Room
	.03	Special Types of Rooms
	.04	Care and Safety
	.05	Interior Design
		Front Desk Procedures
.01		Introduction to the Front Office
	.01	Front of the House
	.02	Staff Make-Up and Duties
	.03	Beds (checklist)
	.04	Room Accommodations (checklist)
	.05	Room Reservations (checklist)
	.06	Food, Bars and Meeting
	.07	Changing Face of Hotelkeeping
.02		Front Desk Responsibilities
	.01	Guest Relations
	.02	Front Desk Salesmanship
	.03	Reservation Procedures
	.04	Registration Procedures
	.05	Room Procedures
	.06	Unusual Events
	.07	Hotel Rules and Regulations
03		Handling of Guest Charges and Credits
	.01	The Problem of Credit
	.02	Credit and Cash at Checkout
	.03	The House Bank
	.04	Credit and Bank Cards
	.05	Operating Card Equipment
	.06	Guest Charges and Credit
	.07	Desk Clerk Practice Set

Course	Unit	LAP	
	.04		Equipment Used by Desk Clerk
		.01	Front Desk Equipment
		.02	NCR 42
		.03	Recording a Voucher Charge or Credit on the NCR 42
		.04	Unusual Transactions on the NCR 42
		.05	NCR 52
		.06	Guest Transactions
		.07	NCR Class 5
		.08	NCR Class 5 - Guest Transaction
		.09	SWEDA Data Register
		.10	Guest Transactions on the SWEDA Data Register
.03			Night Auditing Procedures
	.01		The Hand Transcript
		.01	Night Auditor Practice Set
	.02		Balancing Cashier Totals
		.01	Locating Errors
		.02	Correct Account Posting Error
		.03	Correct Amount Posting Error
		.04	Correct Department Posting Error
		.05	Credit Posting at Checkout
		.06	Correct Balance Pick-Up Error
		.07	Correct Ledger - Statement Alignment Error
		.08	Failure to Enter Old Balance
		.09	Failure to Insert Ledger Statement
		.10	Preparing the "D" Report Worksheet

Curriculum Area: 25

LODGING SERVICES

Job Title:

Assistant Manager Trainee

DATE 1/6/75

Unit	LAP	
.03		Preparing the Night Audit
	.01	Posting Room and Phone Charges
	.02	Handling Inactive Accounts
	.03	Trial Balance "D" Report
	.04	Balancing Daily Report Accounts Receivable
	.05	Preparing Daily Report Statistical Section
	.06	Preparing Daily Report Reference Data
	.07	Preparing Final "D" Report
04		Auditing on Miscellaneous Machines
	.01	NCR 52 Auditing
	.02	NCR Class 5 Auditing
	.03	SWEDA Data Register Auditing
		SUPPORT FROM OFFICE EDUCATION TO LODGING
		Accounting
01		Classifying and Examining Accounts
	.01	Starting an Accounting System
	.02	Recording the Opening Entry
	.03	Posting the Opening Entry
	.04	Debit and Credit of Business Transactions
	.05	Debit and Credit of Income and Expense
	.06	Journalizing Business Transactions
2		Ledger, Work Sheet and Financial Statement
	.01	Posting
	.02	Proving the Accuracy
		Project No. 1

Course	Unit	LAP	
		.03	The Six-Column Work Sheet
		.04	The Income Statement and Balance Sheet
		.05	Closing the Ledger
			Project No. 2
	.04		Payroll Transactions and Data Processing
		.01	Payroll Records
		.02	Payroll Accounts
.03			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short-Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions
			SUPPORT FROM MARKETING AND DISTRIBUTION TO LODGING
.11			Purchasing
	.02		Food and Beverage Purchasing
		.01	Fundamental Information
		.02	Fresh Fruit and Vegetables
		.03	Processed Fruits and Vegetables
		.04	Baked Goods
		.05	Beef and Pork
		.06	Alcoholic Beverages
		.07	Convenience Foods

Curriculum Area: 25

LODGING SERVICES

Job Title:

Assistant Manager Trainee

DATE 1/6/75

Unit	LAP	
		Business Finance and Control
.01		Fundamentals of Finance
	.01	Financial Requirements of a Business
	.02	Banking Services
	.03	Risk and Insurance
	.04	Credit Policies
	.05	Collection Policies
	.06	Financial Records Analysis
	.07	Government Regulations
.03		Food and Beverage Control
	.01	Control of Food Sales
	.02	Beverage Control
	.03	Menu Pricing
		SUPPORT FROM FOOD SERVICES TO LODGING
		Restaurant Manager Trainee
.01		Dining Room Service
	.01	Dining Room Management
	.02	Guest Treatment
	.03	Service and Supplies (JS-1--3)
	.04	Catering Situations (JS-1--4)
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing
	.03	Safety
	.04	Maintenance of Kitchen
	.05	Equipment Care and Use

Course	Unit	LAP	

CURRICULUM AREA 26: Food Services

Food Services offers courses leading to seven job titles in the area of food preparation.

Restaurant Cook - offers training in sanitation, safety practice and kitchen equipment maintenance, dress and personal hygiene, preparation of short orders, preparation of foods that require a longer cooking time and more complex preparation methods. It includes baking, roasting, boiling, broiling, pan frying and weighing and measuring ingredients for use in recipes.

Institutional Cook - provides training in sanitation, safety practices and kitchen equipment maintenance, dress and personal hygiene and preparation of short orders. The Institutional Cook section provides techniques and skills in preparation of large quantities of foods to avoid high labor and food costs. It includes boiling, steaming, simmering, pan frying, sauteing, baking, roasting and preparation of soups, sauces and gravies.

Kitchen Supervisor Trainee - same as Restaurant and Institutional Cook with the addition of support from Curriculum Area 27: Marketing and Distribution in procedures for inventory, incoming merchandise pricing and food and beverage purchasing.

Second Baker - includes sanitation, safety practices and kitchen equipment maintenance, dress and personal hygiene. The baking course provides back ground information about basic baking procedures, the ingredients and procedures used in baking.

Bakery Manager Trainee - same as Second Baker with the addition of support from Curriculum Area 27: Marketing and Distribution in inventory, incoming merchandise pricing procedures, food and beverage purchasing and fundamentals of finance and support from Curriculum Area 24: Office Education in accounting and use of the ten key adding machine.

Restaurant Manager Trainee - includes sanitation, safety practices and maintenance of kitchen equipment, dress and personal hygiene, preparation of short orders, preparation of foods in quantity, selection of menus for and managing buffets and banquets.

In addition, support is received from Curriculum Area 27: Marketing & Distribution in fundamentals of finance and food and beverage control and Curriculum Area 24: Office Education in accounting and operation of a ten key adding machine.

Chef Trainee - covers the same material as Restaurant and Institutional Cook with the addition of gourmet cooking, and managing and planning menues for buffets and banquets.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26

FOOD SERVICES

Job Title:

Restaurant Cook

DATE 1/6/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing (JS-1 & 2)
	.03	Safety
	.04	Maintenance of Kitchen (JS-1--7)
	.05	Equipment Care and Use (JS-1--7)
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Short Order Cook
.01		Food Preparation and Serving
	.01	Deep Fat Frying (JS-1--7)
	.02	Sandwich Preparation (JS-1--9)
	.03	Salad Preparation (JS-1--4)
	.04	Griddle Cooking (JS-1--5)
	.05	Egg Cookery (JS-1--3)
	.06	Portioning and Garnishing (JS-1--5)
		Restaurant/Institutional Cook
.01		Food Preparation
	.01	Weighing and Measuring (R/I) (JS-1--3)
	.02	Boiling, Steaming, and Simmering (R/I) (JS-1--6)
	.03	Broiling and Grilling (R) (JS-1 & 2)
	.04	Pan-frying and Sauteeing (R/I) (JS-1--4)

Course	Unit	LAP	
		.05	Baking and Roasting (R/I) (JS-1--3)
		.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		.07	Combination Cooking (R/I) (JS-1--3)

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26

FOOD SERVICES

Job Title:

Institutional Cook

DATE 1/7/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing (JS-1 & 2)
	.03	Safety
	.04	Maintenance of Kitchen (JS-1--7)
	.05	Equipment Care and Use (JS-1--7)
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Short Order Cook
.01		Food Preparation and Serving
	.01	Deep Fat Frying (JS-1--7)
	.02	Sandwich Preparation (JS-1--9)
	.03	Salad Preparation (JS-1--4)
	.04	Griddle Cooking (JS-1--5)
	.05	Egg Cookery (JS-1--3)
		Restaurant/Institutional Cook
.01		Food Preparation
	.01	Weighing and Measuring (R/I) (JS-1--3)
	.02	Boiling, Steaming, and Simmering (R/I) (JS-1--6)
	.03	Broiling and Grilling (R) (JS-1 & 2)
	.04	Pan-frying and Sauteeing (R/I) (JS-1--4)
	.05	Baking and Roasting (R/I) (JS-1--5)

Course	Unit	LAP	
		.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		.07	Combination Cooking (R/I) (JS-1--3)
		.08	Quantity Preparation Techniques (I) (JS-1 & 2)

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26
FOOD SERVICES

Job Title:
Kitchen Supervisor Trainee

DATE 1/7/75

Unit	LAP	
		Kitchen Helper
01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	01	General Sanitation
	02	Pot, Pan, and Dish Washing (JS-1 & 2)
	.03	Safety
	.04	Maintenance of Kitchen (JS-1--7)
	.05	Equipment Care and Use (JS-1--7)
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Short Order Cook
.01		Food Preparation and Serving
	01	Deep Fat Frying (JS-1--7)
	.02	Sandwich Preparation (JS-1--9)
	.03	Salad Preparation (JS-1--4)
	.04	Griddle Cooking (JS-1--5)
	.05	Egg Cookery (JS-1--3)
		Restaurant/Institutional Cook
.01		Food Preparation
	.01	Weighing and Measuring (R/I) (JS-1--3)
	.02	Boiling, Steaming, and Simmering (R/I) (JS-1--6)
	.04	Panfrying & Sauteeing (R/I) (JS-1--4)
	.05	Baking & Roasting (R/I) (JS-1--5)

Course	Unit	LAP	
		.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		.07	Combination Cooking (R/I) (JS-1--3)
		.08	Quantity Preparation Techniques (I) (JS-1 & 2)
			SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES
.04			Marketing Mathematics
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.11			Purchasing
	.02		Food and Beverage Purchasing
		.01	Fundamental Information
		.02	Fresh Fruit and Vegetables
		.03	Processed Fruits and Vegetables
		.04	Baked Goods
		.05	Beef and Pork
		.06	Alcoholic Beverages
		.07	Convenience Foods

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26

FOOD SERVICES

Job Title:

Second Baker

DATE 1/6/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing
	.03	Safety
	.04	Maintenance of Kitchen
	.05	Equipment Care and Use
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Second Baker
.01		Baking
	.01	Baking Basics
	.02	Weighing & Measuring (Same as 26.03.01.01)
	.03	Quick Breads
	.04	Yeast Doughs
	.05	Fried Goods
	.06	Pies and Turnovers
	.07	Cakes and Frostings
	.08	Puff Pastries
	.09	Cookies
	.10	Decorating Cakes and Pastries

Course	Unit	LAP

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26
FOOD SERVICES

Job Title:
Bakery Manager Trainee

DATE 1/6/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing
	.03	Safety
	.04	Maintenance of Kitchen
	.05	Equipment Care and Use
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Second Baker
.01		Baking
	.01	Baking Basics
	.02	Weighing & Measuring (same as 26.03.01.01)
	.03	Quick Breads
	.04	Yeast Doughs
	.05	Fried Goods
	.06	Pies and Turnovers
	.07	Cakes and Frostings
	.08	Puff Pastries
	.09	Cookies
	.10	Decorating Cakes and Pastries
		SUPPORT FROM OFFICE EDUCATION TO FOOD SERVICES
		Accounting
01		Classifying and Examining Accounts
	01	Starting an Accounting System
	02	Recording the Opening Entry

Course	Unit	LAP	
		.03	Posting the Opening Entry
		.04	Debit and Credit of Business Transactions
		.05	Debit and Credit of Income and Expense
		.06	Journalizing Business Transactions
	.02		Ledger, Work Sheet and Financial Statement
		.01	Posting
		.02	Proving the Accuracy Project No. 1
		.03	The Six-Column Work Sheet
		.04	The Income Statement and Balance Sheet
		.05	Closing the Ledger Project No. 2
	.04		Payroll Transactions and Data Processing
		.01	Payroll Records
		.02	Payroll Accounts
.03			Ten-Key Adding Machine
	.01		Introduction/Addition/Subtraction
		.01	Introduction, Touch Addition and Home Keys
		.02	Touch Addition, 7-8-9 Keys
		.03	Touch Addition, All Ten Keys
		.04	Subtraction, All Keys
	.02		Multiplication
		.01	Multiplication, Whole Numbers and Decimals
		.02	Short Cut Multiplication Parts 1 and 2
		.03	Multiplication of Fractions

Curriculum Area: 26

FOOD SERVICES

Job Title:

Bakery Manager Trainee

DATE 1/6/75

Unit	LAP	
		SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES
		Marketing Mathematics
.02		Procedures for Inventory, Incoming Merchandise and Pricing
	.01	Inventory Control
	.02	Checking Incoming Merchandise
	.03	Pricing Merchandise
		Purchasing
.02		Food and Beverage Purchasing
	.01	Fundamental Information
	.02	Fresh Fruit and Vegetables
	.03	Processed Fruits and Vegetables
		Business Finance and Control
.01		Fundamentals of Finance
	.01	Financial Requirements of a Business
	.02	Banking Services
	.03	Risk and Insurance
	.04	Credit Policies
	.05	Collection Policies
	.06	Financial Records Analysis
	.07	Government Regulations

Course	Unit	LAP

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26

FOOD SERVICES

Job Title:

Restaurant Manager Trainee

DATE 1/6/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing (JS-1 & 2)
	.03	Safety
	.04	Maintenance of Kitchen (JS-1--7)
	.05	Equipment Care and Use (JS-1--7)
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Short Order Cook
.01		Food Preparation and Serving
	.01	Deep Fat Frying (JS-1--7)
	.02	Sandwich Preparation (JS-1--9)
	.03	Salad Preparation (JS-1--4)
	.04	Griddle Cooking (JS-1--5)
	.05	Egg Cookery (JS-1--3)
	.06	Portioning and Garnishing (JS-1--5)
		Restaurant/Instructional Cook
.01		Food Preparation
	.01	Weighing and Measuring (R/I) (JS-1--3)
	.02	Boiling, Steaming, and Simmering (R/I) (JS-1--6)
	.03	Broiling and Grilling (R/I) (JS-1 & 2)
	.04	Pan-frying and Sauteeing (R/I) (JS-1--4)
	.05	Baking and Roasting (R/I) (JS-1--5)

Course	Unit	LAP	
		.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		.07	Combination Cooking (R/I) (JS-1--3)
.04			Restaurant Manager Trainee
	.01		Dining Room Service
		.01	Dining Room Management
		.02	Guest Treatment
		.03	Service and Supplies (JS-1--3)
		.04	Catering Situations (JS-1--4)
			SUPPORT FROM OFFICE EDUCATION TO FOOD SERVICES
.01			Accounting
	.01		Classifying and Examining Accounts
		.01	Starting an Accounting System
		.02	Recording the Opening Entry
		.03	Posting the Opening Entry
		.04	Debit and Credit of Business Transactions
		.05	Debit and Credit of Income and Expense
		.06	Journalizing Business Transactions
	.02		Ledger, Work Sheet and Financial Statement
		.01	Posting
		.02	Proving the Accuracy
			Project No. 1
		.03	The Six-Column Work Sheet
		.04	The Income Statement and Balance Sheet
		.05	Closing the Ledger
			Project No. 2

Curriculum Area: 26

FOOD SERVICES

Job Title

Restaurant Manager Trainee

DATE 1/6/75

Unit	LAP	
09		Payroll Transactions and Data Processing
	.01	Payroll Records
	.02	Payroll Accounts
		Ten-Key Adding Machine
.01		Introduction/Addition/Subtraction
	.01	Introduction, Touch Addition and Home Keys
	.02	Touch Addition, 7-8-9 Keys
	.03	Touch Addition, All Ten Keys
	.04	Subtraction, All Keys
.02		Multiplication
	.01	Multiplication, Whole Numbers and Decimals
	.02	Short-Cut Multiplication Parts 1 and 2
	.03	Multiplication of Fractions
		SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES
		Marketing Mathematics
.02		Procedures for Inventory, Incoming Merchandise and Pricing
	.01	Inventory Control
	.02	Checking Incoming Merchandise
	.03	Pricing Merchandise
		Purchasing
.02		Food and Beverage Purchasing
	.01	Fundamental Information
	.02	Fresh Fruit and Vegetables
	.03	Processed Fruits and Vegetables
	.04	Baked Goods
	.05	Beef and Pork
	.06	Alcoholic Beverages
	.07	Convenience Foods

Course	Unit	LAP	
12			Business Finance and Control
	01		Fundamentals of Finance
		.01	Financial Requirements of a Business
		.02	Banking Services
		.03	Risk and Insurance
		.04	Credit Policies
		.05	Collection Policies
		.06	Financial Records Analysis
		.07	Government Regulations
	.03		Food and Beverage Control
		.01	Control of Food Sales
		.02	Beverage Control
		.03	Menu Pricing

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 26 FOOD SERVICES

Job Title: Chef Trainee

DATE 1/7/75

Unit	LAP	
		Kitchen Helper
.01		Sanitation, Safety, Maintenance, and Equipment Care and Use
	.01	General Sanitation
	.02	Pot, Pan, and Dish Washing (JS-1 & 2)
	.03	Safety
	.04	Maintenance of Kitchen (JS-1--7)
	.05	Equipment Care and Use (JS-1--7)
.02		Employee Attitudes and Motivation
	.01	Employee Attitudes
	.02	Employee Motivation
	.03	Employee Dress, Hygiene, and Actions
		Short Order Cook
.01		Food Preparation and Serving
	.01	Deep Fat Frying (JS-1--7)
	.02	Sandwich Preparation (JS-1--9)
	.03	Salad Preparation (JS-1--4)
	.04	Griddle Cooking (JS-1--5)
	.05	Egg Cookery (JS-1--3)
	.06	Portioning and Garnishing (JS-1--5)
		Restaurant/Institutional Cook
.01		Food Preparation
	.01	Weighing and Measuring (R/I) (JS-1--3)
	.02	Boiling, Steaming, and Simmering (R/I) (JS-1--6)
	.03	Broiling and Grilling (R) (JS-1 & 2)
	.04	Pan-frying and Sauteeing (R/I) (JS-1--4)
	.05	Baking and Roasting (R/I) (JS-1--5)

Course	Unit	LAP	
		.06	Soups, Sauces, and Gravies (R/I) (JS-1--3)
		.07	Combination Cooking (R/I) (JS-1--3)
.05			Chef Trainee
	.01		Gourmet Cooking and Serving
		.01	Red Meats (JS-1--5)
		.02	Poultry and Seafoods (JS-1--5)
		.03	Service and Supplies (JS-1--3) (same as 26.04.01.03)
		.04	Catering Situations (JS-1--4) (same as 26.04.01.04)
			SUPPORT FROM MARKETING AND DISTRIBUTION TO FOOD SERVICES
.04			Marketing Mathematics
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.11			Purchasing
	.02		Food and Beverage Purchasing
		.01	Fundamental Information
		.02	Fresh Fruit and Vegetables
		.03	Processed Fruits and Vegetables
		.04	Baked Goods
		.05	Beef and Pork
		.06	Alcoholic Beverages
		.07	Convenience Foods
	.03		Food and Beverage Control
		.01	Control of Food Sales
		.02	Beverage Control
		.03	Menu Pricing

CURRICULUM AREA 27: Marketing & Distribution

Shipping & Receiving Clerk - covers knowledge of the marketing process, wholesaling and retailing, processing merchandise for shipment, receiving checking and marking merchandise, stockkeeping, human relations skills and mathematics skills.

Checker-Cashier - covers cash register operation in addition to the skills learned by the Shipping & Receiving Clerk.

General Salesperson - in addition to the information covered under the job title Shipping & Receiving Clerk, General Salesperson receives training in cash register operations, design and construction of merchandise displays, basic selling and customer services, and knowledge of credit collection policies and procedures.

Professional Salesperson - in addition to the courses in job title General Salesperson, Professional Salesperson has advanced training in sales presentation and selling techniques, sales management skills, advertising and promotion.

Mid-Management Trainee - this is the most advanced job title under Curriculum Area 27: Marketing & Distribution. It includes all thirteen of the courses offered under Curriculum Area 27. Besides the skills necessary for Professional Salesperson, Mid-Management Trainee includes purchasing knowledge of business financial terms and procedures, inventory, management and supervisory skills, techniques in training new employees, prevention and solving of problems in human relations.

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Shipping and Receiving Clerk

DATE 1-6-75

	Unit	LAP	
1			Marketing Operations
	.01		The Marketing Process
		.01	Definition of Marketing
		.02	The Producer
		.03	The Consumer
	.02		Wholesaling
		.01	Definition of Wholesaling
		.02	Wholesaling Specialists
		.03	Services of Wholesalers
	.03		Retailing
		.01	Retail Stores
		.02	Trends in Retailing
			Merchandise Distribution Procedures
	.01		Shipping
		.01	Transportation Terminology
		.02	Transportation Documents
		.03	Shipping Containers
		.04	Motor Carriers
		.05	Non-Motor Carriers
	.02		Receiving, Checking, and Marking
		.01	Receiving Department and Equipment
		.02	Merchandise Handling
		.03	Discrepancies and Vendor Returns
		.04	Marking Merchandise
		.05	Monarch Dial-A-Pricer
	.03		Stockkeeping
		.01	Functions and Physical Characteristics of Stockkeeping
		.02	Arrangement and Protection of Merchandise
		.03	Stock Control Systems

Course	Unit	LAP	
.03			Human Relations in Marketing
	.01		Basic Human Relations
		.01	Business Relations
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02		Understanding Employer-Employee Relations
		.01	Employer-Employee Benefits
		.02	Communicating With Supervisors
		.03	Informal Organizations
		.04	Employee Participation
		.05	Employee Training
.04			Marketing Mathematics
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Checker - Cashier

DATE 1-6-75

urse	Unit	LAP	
			Marketing Operation
	.01		The Marketing Process
		.01	Definition of Marketing
		.02	The Producer
		.03	The Consumer
	.02		Wholesaling
		.01	Definition of Wholesaling
		.02	Wholesaling Specialists
		.03	Services of Wholesalers
	.03		Retailing
		.01	Retail Stores
		.02	Trends in Retailing
			Merchandise Distribution Procedures
	.01		Shipping
		.01	Transportation Terminology
		.02	Transportation Documents
		.03	Shipping Containers
		.04	Motor Carriers
		.05	Non-Motor Carriers
	.02		Receiving, Checking, and Marking
		.01	Receiving Departments and Equipment
		.02	Merchandise Handling
		.03	Discrepancies and Vendor Returns
		.04	Marking Merchandise
		.05	Monarch Dial-A-Pricer
	.03		Stockkeeping
		.01	Functions and Physical Characteristics of Stockkeeping
		.02	Arrangement and Protection of Merchandise
		.03	Stock Control Systems

Course	Unit	LAP	
.03			Human Relations in Marketing
	.01		Basic Human Relations
		.01	Business Relations
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02		Understanding Employer-Employee Relations
		.01	Employer-Employee Benefits
		.02	Communicating With Supervisors
		.03	Informal Organization
		.04	Employee Participation
		.05	Employee Training
.04			Marketing Mathematics
	.01		Application of Mathematics for Selling
		.01	Arithmatic and Selling
		.02	Sales Records
		.03	Weights and Measures
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.05			Cash Register Operation
	.01		Face of Cash Register
		.01	Principle Function of Keys
		.02	Home Keys and Thumb Area
		.03	Second Finger and Index Finger
		.04	Department Transaction Key
		.05	Inside the Cash Register

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Checker - Cashier

DATE 1-6-75

Unit	LAP	
.02		Operating Checkout Station
	.01	Duties Performed in Check-Out Station
	.02	Handling Money
	.03	Handling Coupons, Refunds, Rainchecks, etc.
	.04	Packaging and Wrapping Merchandise
.03		Checker Cashier Qualities
	.01	Tips for A Checker Cashier
	.02	Shoplifting and Security for Handling Money

Course	Unit	LAP

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

General Salesperson

DATE 1 6 75

	Unit	LAP	
1			Marketing Operations
	.01		The Marketing Process
		.01	Definition of Marketing
		.02	The Producer
		.03	The Consumer
	.02		Wholesaling
		.01	Definition of Wholesaling
		.02	Wholesaling Specialists
		.03	Services of Wholesalers
	.03		Retailing
		.01	Retail Stores
		.02	Trends in Retailing
			Merchandise Distribution Procedures
	.01		Shipping
		.01	Transportation Terminology
		.02	Transportation Documents
		.03	Shipping Containers
		.04	Motor Carriers
		.05	Non-Motor Carriers
	.02		Receiving, Checking, and Marking
		.01	Receiving Departments and Equipment
		.02	Merchandise Handling
		.03	Discrepancies and Vendor Returns
		.04	Marking Merchandise
		.05	Monarch Dial-A-Pricer
	.03		Stockkeeping
		.01	Functions and Physical Characteristics of Stockkeeping
		.02	Arrangement and Protection of Merchandise
		.03	Stock Control Systems

Course	Unit	LAP	
.03			Human Relations in Marketing
	.01		Basic Human Relations
		.01	Business Relations
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02		Understanding Employer-Employee Relations
		.01	Employer-Employee Benefits
		.02	Communicating With Supervisors
		.03	Informal Organization
		.04	Employee Participation
		.05	Employee Training
.04			Marketing Mathematics
	.01		Application of Mathematics for Selling
		.01	Arithmatic and Selling
		.02	Sales Records
		.03	Weights and Measures
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.05			Cash Register Operation
	.01		Face of Cash Register
		.01	Principle Function of Keys
		.02	Home Keys and Thumb Area
		.03	Second Finger and Index Finger
		.04	Department Transaction Key
		.05	Inside the Cash Register

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

General Salesperson

DATE 1-6-75

	Uni	LAP	
	.02		Operating Check-Out Station
		.01	Duties Performed in Check-Out Station
		.02	Handling Money
		.03	Handling Coupons, Refunds, Rainchecks, etc.
		.04	Packaging and Wrapping Merchandise
	.03		Checker-Cashier Qualities
		.01	Tips for a Checker-Cashier
		.02	Shoplifting and Security for Handling Money
6			Visual Merchandising
	.01		General Merchandise Display
		.01	Types of Displays
		.02	Basic Design Terminology
		.03	Principles of Design
		.04	Materials in Displays
		.05	Evaluating Displays
			Basic Salesmanship
	.01		Steps of Sale
		.01	Creating a Sales Atmosphere
		.02	Sales Approaches
		.03	Needs and Wants
		.04	Benefits
		.05	Elements of a Sales Presentation
		.06	Definition of Objections
		.07	Handling Objections
		.08	Closing the Sale
		.09	Closing Techniques
	.02		Suggested Selling
		.01	Definition of Suggestion Selling
		.02	Techniques in Suggestion Selling
		.03	Selling Big-Ticket Items

Course	Unit	LAP	
.08			Customer Services
	.01		Credit
		.01	Credit Terminology
		.02	Collection Terminology
	.02		Shopping Services
		.01	Merchandise Handling Services
		.02	Customer Accomodation Services
		.03	Consumer Informational Services
		.04	Business Advisory Services
		.05	Shopping Conveniences

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

DATE 1-6-75

Unit	LAP	
		Marketing Operations
.01		The Marketing Process
	.01	Definition of Marketing
	.02	The Producer
	.03	The Consumer
.02		Wholesaling
	.01	Definition of Wholesaling
	.02	Wholesaling Specialists
	.03	Services of Wholesalers
.03		Retailing
	.01	Retail Stores
	.02	Trends in Retailing
		Merchandise Distribution Procedures
.01		Shipping
	.01	Transportation Terminology
	.02	Transportation Documents
	.03	Shipping Containers
	.04	Motor Carriers
	.05	Non-Motor Carriers
.02		Receiving, Checking, and Marking
	.01	Receiving Departments and Equipment
	.02	Merchandise Handling
	.03	Discrepancies and Vendor Returns
	.04	Marking Merchandise
	.05	Monarch Dial-A-Pricer
.03		Stockkeeping
	.01	Functions and Physical Characteristics of Stockkeeping
	.02	Arrangement and Protection of Merchandise
	.03	Stock Control Systems

Course	Unit	LAP	
.03			Human Relations in Marketing
	.01		Basic Human Relations
		.01	Business Relations
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02		Understanding Employer-Employee Relations
		.01	Employer-Employee Benefits
		.02	Communicating With Supervisors
		.03	Informal Organization
		.04	Employee Participation
		.05	Employee Training
.04			Marketing Mathematics
	.01		Application of Mathematics for Selling
		.01	Arithmatic and Selling
		.02	Sales Records
		.03	Weights and Measures
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.05			Cash Register Operation
	.01		Face of Cash Register
		.01	Principle Function of Keys
		.02	Home Keys and Thumb Area
		.03	Second Finger and Index Finger
		.04	Department Transaction Key
		.05	Inside the Cash Register

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

ourse	Unit	LAP	
	.02		Operating Check-Out Station
		.01	Duties Performed in Check-Out Station
		.02	Handling Money
		.03	Handling Coupons, Refunds, Rainchecks, etc.
		.04	Packaging and Wrapping Merchandise
	.03		Checker-Cashier Qualities
		.01	Tips for a Checker-Cashier
		.02	Shoplifting and Security for Handling Money
06			Visual Merchandising
	.01		General Merchandise Display
		.01	Types of Displays
		.02	Basic Design Terminology
		.03	Principles of Design
		.04	Materials in Displays
		.05	Evaluating Displays
7			Basic Salesmanship
	.01		Steps of Sale
		.01	Creating a Sales Atmosphere
		.02	Sales Approaches
		.03	Needs and Wants
		.04	Benefits
		.05	Elements of a Sales Presentation
		.06	Definition of Objections
		.07	Handling Objections
		.08	Closing the Sale
		.09	Closing Techniques
	.02		Suggested Selling
		.01	Definition of Suggestion Selling
		.02	Techniques in Suggestion Selling
		.03	Selling Big-Ticket Items

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DATE 1-6-75

Course	Unit	LAP	
.08			Customer Services
	.01		Credit
		.01	Credit Terminology
		.02	Collection Terminology
	.02		Shopping Services
		.01	Merchandise Handling Services
		.02	Customer Accomodation Services
		.03	Consumer Informational Services
		.04	Business Advisory Services
		.05	Shopping Conveniences
.09			Advanced Salesmanship
	.01		Sales Preparation
		.01	Customer Buying Motives
		.02	Customer Benefits
		.03	Gaining Product Knowledge
	.02		The Selling Process
		.01	Opening a Sales Presentation
		.02	Demonstrating the Product
		.03	Obtaining Customer Participation
		.04	Objections and Excuses
		.05	Preparing for Objections
		.06	Techniques for Closing a Sale
	.03		Special Selling Techniques
		.01	Prospecting for Customers
		.02	Retail Selling
		.03	Industrial Wholesale Selling
	.04		Sales Management
		.01	Self Management
		.02	Evaluating Sales Performance
		.03	Building Repeat Sales

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Professional Salesperson

DATE 1-7-75

ourse	Unit	LAP	
0			Advertising and Promotion
	.01		Advertising Fundamentals
		.01	Types of Advertising
		.02	Advertising Media
		.03	Preparing Advertising Copy
		.04	Illustrated Advertising
		.05	Direct Mail Advertising
		.06	Evaluating Advertising
		.07	Developing a Newspaper Advertisement
	.02		Promotion
		.01	Sales Promotion
		.02	Public Relations

Course	Unit	LAP	

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

DATE 1-6-75

Course	Unit	LAP	
1			Marketing Operation
	.01		The Marketing Process
		.01	Definition of Marketing
		.02	The Producer
		.03	The Consumer
	.02		Wholesaling
		.01	Definition of Wholesaling
		.02	Wholesaling Specialists
		.03	Services of Wholesalers
	.03		Retailing
		.01	Retail Stores
		.02	Trends in Retailing
2			Merchandise Distribution Procedures
	.01		Shipping
		.01	Transportation Terminology
		.02	Transportation Documents
		.03	Shipping Containers
		.04	Motor Carriers
		.05	Non-Motor Carriers
	.02		Receiving, Checking, and Marking
		.01	Receiving Departments and Equipment
		.02	Merchandise Handling
		.03	Discrepancies and Vendor Returns
		.04	Marking Merchandise
		.05	Monarch Dial-A-Pricer
	.03		Stockkeeping
		.01	Functions and Physical Characteristics of Stockkeeping
		.02	Arrangement and Protection of Merchandise
		.03	Stock Control Systems

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Course	Unit	LAP	
.03			Human Relations in Marketing
	.01		Basic Human Relations
		.01	Business Relations
		.02	Personal Traits Needed in Marketing
		.03	Marketing Attitudes
	.02		Understanding Employer-Employee Relations
		.01	Employer-Employee Benefits
		.02	Communicating With Supervisors
		.03	Informal Organization
		.04	Employee Participation
		.05	Employee Training
.04			Marketing Mathematics
	.01		Application of Mathematics for Selling
		.01	Arithmatic and Selling
		.02	Sales Records
		.03	Weights and Measures
	.02		Procedures for Inventory, Incoming Merchandise and Pricing
		.01	Inventory Control
		.02	Checking Incoming Merchandise
		.03	Pricing Merchandise
.05			Cash Register Operation
	.01		Face of Cash Register
		.01	Principle Function of Keys
		.02	Home Keys and Thumb Area
		.03	Second Finger and Index Finger
		.04	Department Transaction Key
		.05	Inside the Cash Register

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

DATE 1-6-75

		LAP	
	.02		Operating Check-Out Station
		.01	Duties Performed in Check-Out Station
		.02	Handling Money
		.03	Handling Coupons, Refunds, Rainchecks, etc.
		.04	Packaging and Wrapping Merchandise
	.03		Checker-Cashier Qualities
		.01	Tips for a Checker-Cashier
		.02	Shoplifting and Security for Handling Money
6			Visual Merchandising
	.01		General Merchandise Display
		.01	Types of Displays
		.02	Basic Design Terminology
		.03	Principles of Design
		.04	Materials in Displays
		.05	Evaluating Displays
			Basic Salesmanship
	.01		Steps of Sale
		.01	Creating a Sales Atmosphere
		.02	Sales Approaches
		.03	Needs and Wants
		.04	Benefits
		.05	Elements of a Sales Presentation
		.06	Definition of Objections
		.07	Handling Objections
		.08	Closing the Sale
		.09	Closing Techniques
	.02		Suggested Selling
		.01	Definition of Suggestion Selling
		.02	Techniques in Suggestion Selling
		.03	Selling Big-Ticket Items

Course	Unit	LAP	
.08			Customer Services
	.01		Credit
		.01	Credit Terminology
		.02	Collection Terminology
	.02		Shopping Services
		.01	Merchandise Handling Services
		.02	Customer Accomodation Services
		.03	Consumer Informational Services
		.04	Business Advisory Services
		.05	Shopping Conveniences
.09			Advanced Salesmanship
	.01		Sales Preparation
		.01	Customer Buying Motives
		.02	Customer Benefits
		.03	Gaining Product Knowledge
	.02		The Selling Process
		.01	Opening a Sales Presentation
		.02	Demonstrating the Product
		.03	Obtaining Customer Participation
		.04	Objections and Excuses
		.05	Preparing for Objections
		.06	Techniques for Closing a Sale
	.03		Special Selling Techniques
		.01	Prospecting for Customers
		.02	Retail Selling
		.03	Industrial Wholesale Selling
	.04		Sales Management
		.01	Self Management
		.02	Evaluating Sales Performance
		.03	Building Repeat Sales

Curriculum Area: 27

MARKETING AND DISTRIBUTION

Job Title:

Mid-Management Trainee

DATE 1-7-75

Course	Unit	LAP	
10			Advertising and Promotion
	.01		Advertising Fundamentals
		.01	Types of Advertising
		.02	Advertising Media
		.03	Preparing Advertising Copy
		.04	Illustrated Advertising
		.05	Direct Mail Advertising
		.06	Evaluating Advertising
		.07	Developing a Newspaper Advertisement
	.02		Promotion
		.01	Sales Promotion
		.02	Public Relations
11			Purchasing
	.01		Merchandise Buying
		.01	Functions of Merchandise Buyer
		.02	Choosing the Product
		.03	Chosing the Vendor
		.04	Negotiating the Price
		.05	Planning a Merchandise Budget
		.06	Planning a Merchandise Assortment
		.07	Stock Turnover
		.08	Pricing
2			Business Finance and Control
	.01		Fundamentals of Finance
		.01	Financial Requirements of a Business
		.02	Banking Services
		.03	Risk and Insurance
		.04	Credit Policies
		.05	Collection Policies
		.06	Financial Records Analysis
		.07	Government Regulations

Course	Unit	LAP	
	.02		Merchandise Control
		.01	Merchandise Budgets
		.02	Model Stock Plans
		.03	Stock Control Systems
13			Supervisory Skills
	.01		Employee Training
		.01	Planning a Training Program
		.02	Training and Evaluating Procedures
		.03	Training Case Study
	.02		Solving Human Relation Problems
		.01	Detecting Problems
		.02	Obtaining the Facts
		.03	Decision Making
		.04	Taking Action
		.05	Evaluating Results
		.06	Case Problem
	.03		Preventing Human Relations Problems
		.01	Treating People as Indivisuals
		.02	Utilizing Employee Capabilities
		.03	Providing Job Satisfaction
		.04	Employee Participation

CURRICULUM AREA 37: Automotive

Transmission Mechanic - includes shop safety procedures and equipment identification and proper use of hand tools and general shop equipment, theory, diagnosis and overhaul of manual and automatic transmissions, drivelines and differentials, use of parts and reference manuals, care, use and cleaning of parts and work areas, and minor automotive servicing (lubricating, changing oil, tire repair, etc.).

Engine Rebuilder - covers shop safety, use of shop tools and equipment, theory and construction, inspection, diagnosis, service, and overhaul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas.

Light Duty Mechanic - covers shop safety, use of tools and equipment, theory, operation and repair of brake systems, suspension and steering mechanisms, electrical systems, fuel systems, emission systems, over haul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas and minor automotive servicing such as lubrication and tire repair, etc. Support from Welding Support, Curriculum Area 36.

General Mechanic - covers all in Light Duty Mechanic with the addition of tune up and transmission.

Engine/Transmission Repairman - covers shop safety procedures, theory diagnosis, repair and adjustment of electrical systems, tuning the engine, overhaul of automotive engines, use of parts and reference manuals, care, use and cleaning of parts and work areas, and minor servicing.

Tune-Up and Engine Repairman - covers shop safety practices and equipment, theory, diagnosis and repair of electrical systems, fuel systems, emission systems, tune up, overhaul of engines and minor servicing.

Brake and Front-End Mechanic - covers shop safety procedures and equipment, identification, use and care of tools and equipment, theory, operation and repair of the various brake systems, suspension and steering mechanisms. Support from Welding Support, Curriculum Area 36.

Tune-Up/Auto Air Conditioning Repairman - covers safety procedures and equipment identification, use and care of tools and equipment, theory, operation, diagnosis, and repair of electrical systems, fuel systems, emission systems and air conditioning systems, procedures for tuning an engine, and engine overhaul. Also includes use of parts and reference manuals, care, use and cleaning of parts and work areas.

NOTE: CURRICULUM AREA 36: Welding Support

The Welding course teaches the fundamentals of safety, equipment operation, flame cutting, and welding using the various welding positions and welds for both gas and arc welding.

Welding is not a job title per se, but provides support to other job titles. The job titles requiring Welding Support are as follows:

Curriculum Area 37: Automotive
Brake and Front-End Mechanic
General Mechanic
Light Duty Mechanic

Curriculum Area 38: Small Engine Mechanic

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Transmission Mechanic

DATE 1/7/75

	Unit	LAP	
1			Automotive Shop Safety
	.01		Shop Safety
		.01	Fundamentals of Shop Safety
		.02	Safety with Tools
		.03	First Aid
		.04	Shop Safety Observation
			Tools and Equipment
	.01		Basic Tools
		.01	Hand Tool Fundamentals
		.02	Hand Tool Practice
	.02		Special Tools
		.01	Precision Measuring Tools Fundamentals
		.02	Precision Measuring Tools Practice
		.03	Fasteners and Torque Wrench
	.03		Shop Equipment
		.01	Shop Equipment Fundamentals
		.02	Jacks and Lifts Practice
		.03	Presses and Pullers Practice
		.04	Toolroom Observation
			Transmissions
	.01		Clutches
		.01	Fundamentals of Clutch
		.02	Pressure Plate
		.03	Clutch Removal and Replace
		.04	Replace Clutch Pilot Bushing
		.05	Replace Throw-Out Bearing
		.06	Adjusting Clutch Linkage
		.07	Self-Adjusting Clutch
		.08	Touble Shooting Clutches

Course	Unit	LAP	
	.02		Fundamentals of Standard Transmissions
		.01	Fundamentals of 3 Speed Standard
		.02	Fundamentals of 4 Speed Standard
		.03	Fundamentals of Overdrive
	.03		Standard Transmission
		.01	Transmission Removal
		.02	Transmission Disassembly
		.03	Gears and Shafts
		.04	Synchronizers
		.05	Bearings and Seals
		.06	Transmission Assembly
		.07	Shift Forks and Linkage
		.08	Trouble-Shooting Standard Transmission
	.04		Fundamentals of Automatic Transmissions
		.01	Fluid Couplings
		.02	Planetary Gears
		.03	Pumps and Valves
		.04	Modulator
		.05	Special Tools
		.06	Leaks and Fluid
		.07	Towing Car Equipped with Automatic Transmission
	.05		Two-Speed Automatic
		.01	Diagnosis and Pressure Checks
		.02	Transmission Removal
		.03	Transmission Disassembly
		.04	Converter and Stator
		.05	Clutch
		.06	Servo
		.07	By-pass Valve

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Transmission Mechanic

DATE 1/7/75

Unit	LAP	
	.08	Pumps
	.09	Valve Body
	.10	Governor
	.11	Servo Pistons
	.12	Planetary Unit
	.13	Transmission Reassembly
.06		Three-Speed Automatic
	.01	Diagnosis and Pressure Checks
	.02	Transmission Removal
	.03	Transmission Disassembly
	.04	Valve Body
	.05	Intermediate Servo
	.06	Governor
	.07	Rear Seal and Bushing
	.08	Control Valve
	.09	Front Pump
	.10	Drive Train
	.11	Reverse-High Clutch
	.12	Forward Clutch
	.13	One-Way Clutch
	.14	Planetary Gears
	.15	Piston
	.16	Convertor
	.17	Transmission Reassembly
.07		Drive Shafts
	.01	Fundamentals of Drive Shafts
	.02	Universal Joint Diagnosis
	.03	Removing and Replacing Universal Joints
	.04	Removing and Replacing Center Supports
.08		Differentials
	.01	Fundamentals of Differentials
	.02	Remove and Replace Differential
	.03	Ring and Pinion Gears
	.04	Limited Slip Differentials

Course	Unit	LAP	
		.05	Carrier and Pinion Bearings
		.06	Adjusting Back-Lash
		.07	Remove and Replace Axle
		.08	Replacing Axle Bearing and Seal
.12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
	.02		Parts Manual
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
.13			Detailing and Servicing
	.01		Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine Rebuilder

DATE 1/7/75

	Unit	LAP	
1			Automotive Shop Safety
	.01		Shop Safety
		.01	Fundamentals of Shop Safety
		.02	Safety with Tools
		.03	First Aid
		.04	Shop Safety Observation
2			Tools and Equipment
	.01		Basic Tools
		.01	Hand Tool Fundamentals
		.02	Hand Tool Practice
	02		Special Tools
		01	Precision Measuring Tools Fundamentals
		.02	Precision Measuring Tools Practice
		.03	Fasteners and Torque Wrench
	.03		Shop Equipment
		.01	Shop Equipment Fundamentals
		.02	Jacks and Lifts Practice
		.03	Presses and Pullers Practice
		.04	Toolroom Observation
			Engine Repair
	.01		Fundamentals of 4-Cycle Engines
		.01	Fundamentals of 4-Cycle Engines
	.02		Engine Construction
		.01	Fundamentals of Engine Block
		02	Engine Block Construction
	.03		Valve Train
		.01	Fundamentals of Engine Block
		.02	Inspecting Cylinder Head
		.03	Overhaul Over-Head Valve Head
		.04	Overhaul Over-Head Cam Head

Course	Unit	LAP	
	.04		Engine Block
		.01	Overhaul Engine Block
		.02	Cam Shaft
		.03	Crank Shaft and Bearings
		.04	Pistons
		.05	Rods
		.06	Timing Gears and Chains
	.05		Lubricating Systems
		.01	Fundamentals of Oil Pumps
		.02	Testing Oil Pump
		.03	Replacing Oil Pump
	.06		Cooling Systems
		.01	Fundamentals of Cooling Systems
		.02	Fundamentals of Air Cooled Engines
		.03	Thermostat Test
		.04	Replacing Thermostat
		.05	Flush Block and Radiator
		.06	Inspecting and Changing Hoses
		.07	Inspecting Water Pumps
		.08	Replacing Water Pumps
	.07		Machine Tool Use and Care
		.01	Operating Boring Bar
		.02	Operating Surface Grinder
		.03	Piston Pin Fitting
		.04	Cap and Rod Grinding
		.05	Crank Shaft Grinding
		.06	Crack Finding
		.07	Valve Guide and Seat Replacement
.12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine Rebuilder

DATE 1/7/75

Unit	LAP	
.02		Parts Manual
	.01	Fundamentals of Parts Manuals
	.02	Parts Manuals Practice
.03		Cleaning Parts and Work Area
	.01	Washing Parts
	.02	Cleaning Stall
	.03	Fundamentals of Gaskets, Sealants and Seals

Course	Unit	LAP	

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Light Duty Mechanic

DATE 1/7/75

	Unit	LAP	
1			Automotive Shop Safety
	.01		Shop Safety
		.01	Fundamentals of Shop Safety
		.02	Safety with Tools
		.03	First Aid
		.04	Shop Safety Observation
			Tools and Equipment
	.01		Basic Tools
		.01	Hand Tool Fundamentals
		.02	Hand Tool Practice
	.02		Special Tools
		.01	Precision Measuring Tools Fundamentals
		.02	Precision Measuring Tools Practice
		.03	Fasteners and Torque Wrench
	.03		Shop Equipment
		.01	Shop Equipment Fundamentals
		.02	Jacks and Lifts Practice
		.03	Presses and Pullers Practice
		.04	Toolroom Observation
			Brake Systems
	.01		Fundamentals of Brake Systems
		.01	Basic Brake Operation
		.02	Brake Inspection
	.02		Master Cylinder
		.01	Fundamentals of Master Cylinders
		.02	Overhauling Single Master Cylinder
		.03	Overhauling Dual Master Cylinder

Course	Unit	LAP	
	.05		Brake Fluids and Lines
		.01	Bleeding of Brake Systems
		.02	Brake Fluids
		.03	Hydraulic Lines, Switches and Equalizers
	.07		Emergency Brakes
		.01	Fundamentals of Emergency Brakes
		.02	Adjusting Emergency Brakes
.04			Suspension Systems
	.01		Fundamentals of Suspension
		.01	Fundamentals of Front-End Suspension
	.02		Tire Balancing
		.01	Fundamentals of Tire Balancing
		.02	Static Balance (Bubble-type)
		.03	Spin Balance
		.04	Fundamentals and Types of Wheel Bearings
		.05	Cleaning and Inspection of Wheel Bearings
		.06	Replacement of Wheel Bearings
.05			Electrical Systems
	.01		Fundamentals of Electrical Systems
		.01	Fundamentals of Electricity
	.02		Battery Servicing
		.01	Fundamentals of the Storage Battery
		.02	Servicing the Storage Battery
		.03	Testing the Storage Battery

	LAP	
.06		Lighting Systems
	.01	Fundamentals of the Lighting System
	.02	Turn Signals
	.03	Headlights and Parking Lights
	.04	Tail Lights and Brake Lights
	.05	Instrument Lights
		Automotive Fuel Systems
01		Fundamentals of Fuel Systems
	.01	Overview of Fundamentals
	02	Inspecting Fuel Systems
02		Fuel Pumps
	.01	Overview of Fundamentals
	.02	Testing a Fuel Pump
	.03	Replacement of Fuel Pump
.03		Fuel Lines and Filters
	.01	Overview of Fundamentals
	.02	Inspection of Fuel Filters
	.03	Replacing Fuel Filters
06		Automatic Chokes
	.01	Overview of Fundamentals
	.02	Overhaul Automatic Chokes
	.03	Adjusting Automatic Electric Chokes
	.04	Adjustment of the Mechanical Type
		Emission Systems
01		Fundamentals of Emission Systems
	.01	Fundamentals of Emission Control Systems
	.02	Fundamentals of Ford Systems
	.03	Fundamentals of Chrysler Systems
	.04	Fundamentals of GM Systems

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Light Duty Mechanic

DATE 1/7/75

Course	Unit	LAP	
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		.04	Servicing Check Valve
		.05	~~Servicing Anti-~~afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
.09			Engine Repair
	.01		Fundamentals of 4-Cycle Engines
		.01	Fundamentals of 4 Cycle Engines
	.05		Lubricating Systems
		.01	Fundamentals of Oil Pumps
		.02	Testing Oil Pump
		.03	Replacing Oil Pump
.12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
	.02		Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Light Duty Mechanic

DATE 1/7/75

Unit	LAP	
		Detailing and Servicing
.01		Oil Changing
	.01	Changing Oil
	.02	Changing Oil Filter
.02		Lubrication
	.01	Chassis Lube (Zerks)
	.02	Chassis Lube (Plugs)
.03		Tires
	.01	Changing Tires
	.02	Rotating Tires
	.03	Repairing Tires
.04		Minor Body Adjustments
	.01	Adjusting Doors
	.02	Adjusting Hood
	.03	Adjusting Trunk Lid
		SUPPORT FROM WELDING TO AUTOMOTIVE
		Gas Welding
01		Safety
	.01	Equipment and Operation Safety
02		Bottle and Regulator Construction
	.01	Equipment Introduction Fundamentals
04		Oxygen-Acetylene Welding
	.01	Fundamentals of Testing Welds
	.02	Flat Position Welding Fundamentals
	.03	Flat Position Welding Practice
	.06	Bronze Welding Fundamentals
	.07	Bronze Welding Practice

Course	Unit	LAP

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
		Automotive Shop Safety
.01		Shop Safety
	.01	Fundamentals of Shop Safety
	.02	Safety with Tools
	.03	First Aid
	.04	Shop Safety Observation
		Tools and Equipment
.01		Basic Tools
	.01	Hand Tool Fundamentals
	.02	Hand Tool Practice
.02		Special Tools
	.01	Precision Measuring Tools Fundamentals
	.02	Precision Measuring Tools Practice
	.03	Fasteners and Torque Wrench
.03		Shop Equipment
	.01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	.03	Presses and Pullers Practice
	.04	Toolroom Observation
		Brake Systems
.01		Fundamentals of Brake Systems
	.01	Basic Brake Operation
	.02	Brake Inspection
.02		Master Cylinder
	.01	Fundamentals of Master Cylinders
	.02	Overhauling Single Master Cylinder
	.03	Overhauling Dual Master Cylinder

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Course	Unit	LAP	
	.03		Drum Brakes
		.01	Fundamentals of Drum Brakes
		.02	Brake Shoe Replacement
		.03	Brake Shoe Adjustment
		.04	Fundamentals of Wheel Cylinders
		.05	Overhauling Wheel Cylinders
		.06	Turning Brake Drums
	.04		Disc Brakes
		.01	Fundamentals of Disc Brakes
		.02	Overhauling the Caliper
		.03	Disc Brake Pad Replacement
		.04	Turning the Rotors
	.05		Brake Fluids and Lines
		.01	Bleeding of Brake Systems
		.02	Brake Fluids
		.03	Hydraulic Lines, Switches and Equalizers
	.06		Power Brake
		.01	Fundamentals of Power Brakes
		.02	Repairing and Adjusting Power Brakes
	.07		Emergency Brakes
		.01	Fundamentals of Emergency Brakes
		.02	Adjusting Emergency Brakes
.04			Suspension Systems
	.01		Fundamentals of Suspension
		.01	Fundamentals of Front End Suspension
	.02		Tire Balancing
		.01	Fundamentals of Tire Balancing
		.02	Static Balance (Bubble type)

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
	.03	Spin Balance
	.04	Fundamentals and Types of Wheel Bearings
	.05	Cleaning and Inspection of Wheel Bearings
	.06	Replacement of Wheel Bearings
.03		Front-End Repair
	.01	Replacing Ball Joints
	.02	Replacement of Tie-Rod Ends
	.03	Replacement of Idler Arms
	.04	Replacement of Control Arm Bushings
.04		Front-End Alignment
	.01	Adjusting Toe
	.02	Adjusting Camber (shim)
	.03	Adjusting Caster (shim)
	.04	Adjusting Caster-Camber (slide)
	.05	Adjusting Caster-Camber (eccentric)
	.06	Adjusting Caster-Camber (eccentric and strut)
.05		Steering Gears
	.01	Fundamentals of Manual Steering Gears
	.02	Adjusting Manual Steering
	.03	Overhauling Manual Steering Gears
.06		Power Steering
	.01	Fundamentals of Power Steering
	.02	Overhauling Power Steering Pumps
	.03	Overhauling Power Steering Control Units
	.04	Overhauling Power Steering Cylinders

Course	Unit	LAP	
.05			Electrical Systems
	.01		Fundamentals of Electrical Systems
		.01	Fundamentals of Electricity
	.02		Battery Servicing
		.01	Fundamentals of the Storage Battery
		.02	Servicing the Storage Battery
		.03	Testing the Storage Battery
	.03		Starting Systems
		.01	Fundamentals of the Starting Motor
		.02	Overhauling Chrysler Starter
		.03	Overhauling Delco Starter
		.04	Overhauling Ford Starter
		.05	Starting System Wiring
	.04		Charging Systems
		.01	Fundamentals of the Charging System
		.02	Testing the Charging System
		.03	Fundamentals of the Generator
		.04	Repairing the Generator
		.05	Fundamentals of the Alternator
		.06	Repairing the Alternator
		.07	Fundamentals of the Voltage Regulator
		.08	Servicing the Voltage Regulator
	.05		Ignition Systems
		.01	Fundamentals of Ignition System
		.02	Ignition Systems Components
	.06		Lighting Systems
		.01	Fundamentals of the Lighting System

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
	.02	Turn Signals
	.03	Headlights and Parking Lights
	.04	Tail Lights and Brake Lights
	.05	Instrument Lights
		Automotive Fuel Systems
.01		Fundamentals of Fuel Systems
	.01	Overview of Fundamentals
	.02	Inspecting Fuel Systems
02		Fuel Pumps
	.01	Overview of Fundamentals
	.02	Testing a Fuel Pump
	.03	Replacement of Fuel Pump
03		Fuel Lines and Filters
	.01	Overview of Fundamentals
	.02	Inspection of Fuel Filters
	.03	Replacing Fuel Filters
.04		Carburetors
	.01	Fundamentals of the Carburetor
	.02	Overhaul of Single Barrel Carburetor
	.03	Overhaul of 2 Barrel Carburetor
	.04	Overhaul of 4 Barrel Carburetor
	.05	Overhaul of Quadrajet Carburetor
	.06	Overhaul of Thermoquad Carburetor
	.07	Replacement of Carburetor and Gasket
	.08	Adjustment of Fuel-Air Mixture
	.09	Idle Adjustment Dash Pot
	.10	Idle Adjustment - Mechanical Stop
05		Fuel Characteristics
	.01	Fuel Characteristics

Course	Unit	LAP	
	.06		Automatic Chokes
		.01	Overview of Fundamentals
		.02	Overhaul Automatic Chokes
		.03	Adjusting Automatic Electric Chokes
		.04	Adjustment of the Mechanical Type
.07			Emission Systems
	.01		Fundamentals of Emission Systems
		.01	Fundamentals of Emission Control Systems
		.02	Fundamentals of Ford Systems
		.03	Fundamentals of Chrysler Systems
		.04	Fundamentals of GM Systems
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		.04	Servicing Check Valve
		.05	Servicing Anti-afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
.08			Tune-up
	.01		Fundamentals of Tune-up
		.01	Fundamentals of Tune-up
	.02		Tune-up
		.01	Power Palance Test
		.02	Cranking Vacuum Test
		.03	Testing Cylinder Leakage
	.03		Distributor Repair
		.01	Remove and Replace Distributor

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
	.02	Testing Distributor Advance
	.03	Replacing Distributor Points and Condenser
	.04	Setting Breaker Point Dwell
.04		Adjustments and Repairs
	.01	Cleaning Battery Terminals
	.02	Adjusting Ignition Timing Using a Timing Light
	.03	Replacement of Secondary Ignition Cables
	.04	Replacement of Spark Plugs
	.05	Cleaning, Gapping and Testing Spark Plugs
.05		Testing Engine Operation
	.01	Testing Charging Output
	.02	Battery Load Test
	.03	Testing Cranking Voltage
	.04	Testing Ignition Coil
	.05	Testing Secondary Cable Resistance
		Engine Repair
01		Fundamentals of 4-Cycle Engines
	.01	Fundamentals of 4-Cycle Engines
02		Engine Construction
	.01	Fundamentals of Engine Block
	.02	Engine Block Construction
03		Valve Train
	.01	Fundamentals of Engine Block
	.02	Inspecting Cylinder Head
	.03	Overhaul Over-Head Valve Head
	.04	Overhaul Over-Head Cam Head
04		Engine Block
	.01	Overhaul Engine Block
	.02	Cam Shaft

Course	Unit	LAP	
		.03	Crank Shaft and Bearings
		.04	Pistons
		.05	Rods
		.06	Timing Gears and Chains
	.05		Lubricating Systems
		.01	Fundamentals of Oil Pumps
		.02	Testing Oil Pump
		.03	Replacing Oil Pump
	.06		Cooling Systems
		.01	Fundamentals of Cooling Systems
		.02	Fundamentals of Air Cooled Engines
		.03	Thermostat Test
		.04	Replacing Thermostat
		.05	Flush Block and Radiator
		.06	Inspecting and Changing Hoses
		.07	Inspecting Water Pumps
		.08	Replacing Water Pumps
10			Transmissions
	.01		Clutches
		.01	Fundamentals of Clutch
		.02	Pressure Plate
		.03	Clutch Removal and Replace
		.04	Replace Clutch Pilot Bushing
		.05	Replace Throw Out Bearing
		.06	Adjusting Clutch Linkage
		.07	Self-Adjusting Clutch
		.08	Trouble Shooting Clutches
	.02		Fundamentals of Standard Transmissions
		.01	Fundamentals of 3 Speed Standard
		.02	Fundamentals of 4 Speed Standard
		.03	Fundamental of Overdrive

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/7/75

Unit	LAP	
.03		Standard Transmission
	.01	Transmission Removal
	.02	Transmission Disassembly
	.03	Gears and Shafts
	.04	Synchronizers
	.05	Bearings and Seals
	.06	Transmission Assembly
	.07	Shift Forks and Linkage
	.08	Trouble-Shooting Standard Transmission
.04		Fundamentals of Automatic Transmissions
	.01	Fluid Couplings
	.02	Planetary Gears
	.03	Pumps and Valves
	.04	Modulator
	.05	Special Tools
	.06	Leaks and Fluid
	.07	Towing Car Equipped with Automatic Transmission
.07		Drive Shafts
	.01	Fundamentals of Drive Shafts
	.02	Universal Joint Diagnosis
	.03	Removing and Replacing Universal Joints
	.04	Removing and Replacing Center Supports
.08		Differentials
	.01	Fundamentals of Differential
	.02	Remove and Replace Differential
	.03	Ring and Pinion Gears
	.04	Limited Slip Differentials
	.05	Carrier and Pinion Bearings
	.06	Adjusting Back-Lash
	.07	Remove and Replace Axle
	.08	Replacing Axle Bearing and Seal

Course	Unit	LAP	
.12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
	.02		Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
.13			Detailing and Servicing
	.01		Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter
	.02		Lubrication
		.01	Chassis Lube (Zerks)
		.02	Chassis Lube (Plugs)
	.03		Tires
		.01	Changing Tires
		.02	Rotating Tires
		.03	Repairing Tires
	.04		Minor Body Adjustments
		.01	Adjusting Doors
		.02	Adjusting Hood
		.03	Adjusting Trunk Lid

Curriculum Area: 37

AUTOMOTIVE

Job Title:

General Mechanic

DATE 1/8/75

Unit	LAP	
		SUPPORT FROM WELDING TO AUTOMOT'VE
		Gas Welding
.01		Safety
	.01	Equipment and Operation Safety
.02		Bottle and Regulator Construction
	.01	Equipment Introduction Fundamentals
.03		Oxygen-Acetylene Cutting
	.01	Fundamentals of Flame Cutting
	.02	Flame Cutting Practice
.04		Oxygen-Acetylene Welding
	.01	Fundamentals of Testing Welds
	.02	Flat Position Welding Fundamentals
	.03	Flat Position Welding Practice
	.04	Additional Welding Positions Fundamentals
	.05	Additional Welding Positions Practice
	.06	Bronze Welding Fundamentals
	.07	Bronze Welding Practice
		Arc Welding
01		Fundamentals of Arc Welding
	.01	Fundamentals of Arc Welding Skills
	.02	Fundamentals of Metals
	.03	Fundamentals of Arc Welding Equipment
	.04	Fundamentals of Electrodes
	.05	Fundamentals of Arc Welding
	.06	Fundamentals of Flat and Horizontal Positions

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Course	Unit	LAP	
		.07	Fundamentals of Vertical and Overhead Positions
		.08	Fundamentals of Welding Cast Iron
	.02		Pad Weld
		.01	Arc Welding Practice
		.02	Building Up a Pad
	03		Butt Weld
		.01	Butt Welding Two Beveled Edges
		.02	Butt Welding Thin Metal
		.03	Butt Welding with Double-Vee Joint

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Unit	LAP	
		Automotive Shop Safety
.01		Shop Safety
	.01	Fundamentals of Shop Safety
	.02	Safety with Tools
	.03	First Aid
	.04	Shop Safety Observation
		Tools and Equipment
.01		Basic Tools
	.01	Hand Tool Fundamentals
	.02	Hand Tool Practice
.02		Special Tools
	.01	Precision Measuring Tools Fundamentals
	.02	Precision Measuring Tools Practice
	.03	Fasteners and Torque Wrench
.03		Shop Equipment
	.01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	.03	Presses and Pullers Practice
	.04	Toolroom Observation
		Electrical Systems
.01		Fundamentals of Electrical Systems
	.01	Fundamentals of Electricity
.02		Battery Servicing
	.01	Fundamentals of the Storage Battery
	.02	Servicing the Storage Battery
	.03	Testing the Storage Battery
		Tune up
01		Fundamentals of Tune up
	01	Fundamentals of Tune up

Course	Unit	LAP	
	.02		Tune-up
		.01	Power Balance Test
		.02	Cranking Vacuum Test
		.03	Testing Cylinder Leakage
.09			Engine Repair
	.01		Fundamentals of 4-Cycle Engines
		.01	Fundamentals of 4-Cycle Engines
	.02		Engine Construction
		.01	Fundamentals of Engine Block
		.02	Engine Block Construction
	.03		Valve Train
		.01	Fundamentals of Engine Block
		.02	Inspecting Cylinder Head
		.03	Overhaul Over-Head Valve Head
		.04	Overhaul Over-Head Cam Head
	.04		Engine Block
		.01	Overhaul Engine Block
		.02	Cam Shaft
		.03	Crank Shaft and Bearings
		.04	Pistons
		.05	Rods
		.06	Timing Gears and Chains
	.05		Lubricating Systems
		.01	Fundamentals of Oil Pumps
		.02	Testing Oil Pump
		.03	Replacing Oil Pump
	.06		Cooling Systems
		01	Fundamentals of Cooling Systems
		02	Fundamentals of Air Cooled Engines
		03	Thermostat Test
		.04	Replacing Thermostat

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Unit	LAP	
	.05	Flush Block and Radiator
	.06	Inspecting and Changing Hoses
	.07	Inspecting Water Pumps
	.08	Replacing Water Pumps
		Transmissions
.01		Clutches
	.01	Fundamentals of Clutch
	.02	Pressure Plate
	.03	Clutch Removal and Replacement
	.04	Replacing Clutch Pilot Bushing
	.05	Replacing Throw-Out Bearing
	.06	Adjusting Clutch Linkage
	.07	Self-Adjusting Clutch
	.08	Trouble Shooting Clutches
.02		Fundamentals of Standard Transmissions
	.01	Fundamentals of 3 Speed Standard
	.02	Fundamentals of 4 Speed Standard
	.03	Fundamentals of Overdrive
.03		Standard Transmission
	.01	Transmission Removal
	.02	Transmission Disassembly
	.03	Gears and Shafts
	.04	Synchronizers
	.05	Bearings and Seals
	.06	Transmission Assembly
	.07	Shift Forks and Linkage
	.08	Trouble-Shooting Standard Transmission
.04		Fundamentals of Automatic Transmissions
	.01	Fluid Couplings
	.02	Planetary Gears

Course	Unit	LAP	
		.03	Pumps and Valves
		.04	Modulator
		.05	Special Tools
		.06	Leaks and Fluid
		.07	Towing Car Equipped with Automatic Transmission
	.05		Two-Speed Automatic
		.01	Diagnosis and Pressure Check
		.02	Transmission Removal
		.03	Transmission Disassembly
		.04	Convertor and Stator
		.05	Clutch
		.06	Servo
		.07	By-pass Valve
		.08	Pumps
		.09	Valve Body
		.10	Governor
		.11	Servo Pistons
		.12	Planetary Unit
		.13	Transmission Reassembly
	.06		Three-Speed Automatic
		.01	Diagnosis and Pressure Check
		.02	Transmission Removal
		.03	Transmission Disassembly
		.04	Valve Body
		.05	Intermediate Servo
		.06	Governor
		.07	Rear Seal and Bushing
		.08	Control Valve
		.09	Front Pump
		.10	Drive Train
		.11	Reverse-High Clutch
		.12	Forward Clutch
		.13	One Way Clutch
		.14	Planetary Gears
		.15	Piston
		.16	Convertor
		.17	Transmission Reassembly

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Engine/Transmission Repairman

DATE 1/7/75

Unit	LAP	
.07		Drive Shafts
	.01	Fundamentals of Drive Shafts
	.02	Universal Joint Diagnosis
	.03	Removing and Replacing Universal Joints
	.04	Removing and Replacing Center Supports
.08		Differentials
	.01	Fundamentals of Differentials
	.02	Remove and Replace Differential
	.03	Ring and Pinion Gears
	.04	Limited Slip Differentials
	.05	Carrier and Pinion Bearings
	.06	Adjusting Back-Lash
	.07	Remove and Replace Axle
	.08	Replacing Axle Bearing and Seal
		Parts and Accessories
01		Reference Manuals
	.01	Fundamentals of Reference Manuals
	.02	Reference Manual Practice
02		Parts Manuals
	.01	Fundamentals of Parts Manuals
	.02	Parts Manuals Practice
.03		Cleaning Parts and Work Area
	.01	Washing Parts
	.02	Cleaning Stall
	.03	Fundamentals of Gaskets, Sealant and Seals
	.04	Fundamentals of Tubing and Hose
	05	Fundamentals of Wire and Wiring
	06	Fundamentals of Work Orders

Course	Unit	LAP	
.13			Detailing and Servicing
	.01		Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

DATE 1/8/75

Unit	LAP	
		Automotive Shop Safety
.01		Shop Safety
	.01	Fundamentals of Shop Safety
	.02	Safety with Tools
	.03	First Aid
	.04	Shop Safety Observation
		Tools and Equipment
.01		Basic Tools
	01	Hand Tool Fundamentals
	02	Hand Tool Practice
.02		Special Tools
	.01	Precision Measuring Tools Fundamentals
	.02	Precision Measuring Tools Practice
	.03	Fasteners and Torque Wrench
03		Shop Equipment
	01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	03	Presses and Pullers Practice
	04	Toolroom Observation
		Electrical Systems
.01		Fundamentals of Electrical Systems
	.01	Fundamentals of Electricity
.02		Battery Servicing
	.01	Fundamentals of the Storage Battery
	.02	Servicing the Storage Battery
	.03	Testing the Storage Battery
.03		Starting Systems
	.01	Fundamentals of the Starting Motor
	.02	Overhauling Chrysler Starter

Course	Unit	LAP	
		.03	Overhauling Delco Starter
		.04	Overhauling Ford Starter
		.05	Starting System Wiring
	.04		Charging Systems
		.01	Fundamentals of the Charging System
		.02	Testing the Charging System
		.03	Fundamentals of the Generator
		.04	Repairing the Generator
		.05	Fundamentals of the Alternator
		.06	Repairing the Alternator
		.07	Fundamentals of the Voltage Regulator
		.08	Servicing the Voltage Regulator
	.05		Ignition Systems
		.01	Fundamentals of Ignition System
		.02	Ignition Systems Components
	.06		Lighting Systems
		.01	Fundamentals of the Lighting System
		.02	Turn Signals
		.03	Headlights and Parking Lights
		.04	Tail Lights and Brake Lights
		.05	Instrument Lights
.06			Automotive Fuel Systems
	.01		Fundamentals of Fuel Systems
		.01	Overview of Fundamentals
		.02	Inspecting Fuel Systems
	.02		Fuel Pumps
		.01	Overview of Fundamentals
		.02	Testing a Fuel Pump
		.03	Replacement of Fuel Pump

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

DATE 1/8/75

Unit	LAP	
.03		Fuel Lines and Filters
	.01	Overview of Fundamentals
	.02	Inspection of Fuel Filters
	.03	Replacing Fuel Filters
.04		Carburetors
	.01	Fundamentals of the Carburetor
	.02	Overhaul of Single Barrel Carburetor
	.03	Overhaul of 2 Barrel Carburetor
	.04	Overhaul of 4 Barrel Carburetor
	.05	Overhaul of Quadrajet Carburetor
	.06	Overhaul of Thermoquad Carburetor
	.07	Replacement of Carburetor and Gasket
	.08	Adjustment of Fuel-Air Mixture
	.09	Idle Adjusment - Dash Pot
	.10	Idle Adjustment - Mechanical Stop
.05		Fuel Characteristics
	.01	Fuel Characteristics
.06		Automatic Chokes
	.01	Overview of Fundamentals
	.02	Overhaul Automatic Chokes
	.03	Adjusting Automatic Electric Chokes
	.04	Adjustment of the Mechanical Type
		Emission Systems
.01		Fundamentals of Emission Systems
	01	Fundamentals of Emission Control Systems
	02	Fundamentals of Ford Systems

Course	Unit	LAP	
		.03	Fundamentals of Chrysler Systems
		.04	Fundamentals of GM Systems
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		.04	Servicing Check Valve
		.05	Servicing Anti-afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
.08			Tune-up
	.01		Fundamentals of Tune-up
		.01	Fundamentals of Tune-up
	.02		Tune-up
		.01	Power Balance Test
		.02	Cranking Vacuum Test
		.03	Testing Cylinder Leakage
	.03		Distributor Repair
		.01	Remove and Replace Distributor
		.02	Testing Distributor Advance
		.03	Replacing Distributor Points and Condenser
		.04	Setting Breaker Point Dwell
	.04		Adjustments and Repairs
		01	Cleaning Battery Terminals
		.02	Adjusting Ignition Timing Using a Timing Light
		03	Replacement of Secondary Ignition Cables

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-Up and Engine Repairman

DATE 1/8/75

Unit	LAP	
	.04	Replacement of Spark Plugs
	.05	Cleaning, Gapping and Testing Spark Plugs
.05		Testing Engine Operation
	.01	Testing Charging Output
	.02	Battery Load Test
	.03	Testing Cranking Voltage
	.04	Testing Ignition Coil
	.05	Testing Secondary Cable Resistance
		Engine Repair
.01		Fundamentals of 4-Cycle Engines
	.01	Fundamentals of 4-Cycle Engines
.02		Engine Construction
	.01	Fundamentals of Engine Block
	.02	Engine Block Construction
.03		Valve Train
	.01	Fundamentals of Engine Block
	.02	Inspecting Cylinder Head
	03	Overhaul Over-Head Valve Head
	.04	Overhaul Over-Head Cam Head
.04		Engine Block
	.01	Overhaul Engine Block
	.02	Cam Shaft
	.03	Crank Shaft and Bearings
	.04	Pistons
	.05	Rods
	.06	Timing Gears and Chains
.05		Lubricating Systems
	01	Fundamentals of Oil Pumps
	.02	Testing Oil Pump
	.03	Replacing Oil Pump

Course	Unit	LAP	
.12			Parts and Accessories
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
.13			Detailing and Servicing
	.01		Oil Changing
		.01	Changing Oil
		.02	Changing Oil Filter

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

DATE 1/8/75

Unit	LAP	
		Automotive Shop Safety
.01		Shop Safety
	.01	Fundamentals of Shop Safety
	.02	Safety with Tools
	.03	First Aid
	.04	Shop Safety Observation
		Tools and Equipment
.01		Basic Tools
	.01	Hand Tool Fundamentals
	.02	Hand Tool Practice
.02		Special Tools
	.01	Precision Measuring Tools Fundamentals
	02	Precision Measuring Tools Practice
	03	Fasteners and Torque Wrench
.03		Shop Equipment
	.01	Shop Equipment Fundamentals
	.02	Jacks and Lifts Practice
	.03	Presses and Pullers Practice
	.04	Toolroom Observation
		Brake Systems
.01		Fundamentals of Brake Systems
	.01	Basic Brake Operation
	.02	Brake Inspection
.02		Master Cylinder
	.01	Fundamentals of Master Cylinders
	02	Overhauling Single Master Cylinders
	.03	Overhauling Dual Master Cylinders
.03		Drum Brakes
	.01	Fundamentals of Drum Brakes
	.02	Brake Shoe Replacement

Course	Unit	LAP	
		.03	Brake Shoe Adjustment
		.04	Fundamentals of Wheel Cylinders
		.05	Overhauling Wheel Cylinders
		.06	Turning Brake Drums
	.04		Disc Brakes
		.01	Fundamentals of Disc Brakes
		.02	Overhauling the Caliper
		.03	Disc Brake Pad Replacement
		.04	Turning the Rotors
	.05		Brake Fluids and Lines
		.01	Bleeding of Brake Systems
		.02	Brake Fluids
		.03	Hydraulic Lines, Switches and Equalizers
	.06		Power Brake
		.01	Fundamentals of Power Brakes
		.02	Repairing and Adjusting Power Brakes
	.07		Emergency Brakes
		.01	Fundamentals of Emergency Brakes
		.02	Adjusting Emergency Brakes
04			Suspension Systems
	01		Fundamentals of Suspension
		.01	Fundamentals of Front-End Suspension
	02		Tire Balancing
		01	Fundamentals of Tire Balancing
		.02	Static Balance (Bubble type)
		.03	Spin Balance
		.04	Fundamentals and Types of Wheel Bearings
		.05	Cleaning and Inspection of Wheel Bearings
		.06	Replacement of Wheel Bearings

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

DATE 1/8/75

Unit	LAP	
.03		Front-End Repair
	.01	Replacing Ball Joints
	.02	Replacement of Tie-Rod Ends
	.03	Replacement of Idler Arms
	.04	Replacement of Control Arm Bushings
.04		Front-End Alignment
	.01	Adjusting Toe
	.02	Adjusting Camber (shim)
	.03	Adjusting Caster (shim)
	.04	Adjusting Caster-Camber (slide)
	.05	Adjusting Caster-Camber (eccentric)
	.06	Adjusting Caster-Camber (eccentric and strut)
.05		Steering Gears
	.01	Fundamentals of Manual Steering Gears
	.02	Adjusting Manual Steering
	.03	Overhauling Manual Steering Gears
.06		Power Steering
	.01	Fundamentals of Power Steering
	.02	Overhauling Power Steering Pumps
	.03	Overhauling Power Steering Control Units
	.04	Overhauling Power Steering Cylinders
		Parts and Accessories
.01		Reference Manuals
	.01	Fundamentals of Reference Manuals
	.02	Reference Manual Practice

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Course	Unit	LAP	
	.02		Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders
.13			Detailing and Servicing
	.02		Lubrication
		.01	Chassis Lube (Zerks)
		.02	Chassis Lube (Plugs)
	.03		Tires
		.01	Changing Tires
		.02	Rotating Tires
			SUPPORT FROM WELDING TO AUTOMOTIVE
.01			Gas Welding
	.01		Safety
		.01	Equipment and Operation Safety
	.02		Bottle and Regulator Construction
		.01	Equipment Introduction Fundamentals

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Brake and Front-End Mechanic

DATE 1/8/75

Unit	LAP	
.03		Oxygen-Acetylene Cutting
	.01	Flame Cutting Fundamentals
	.02	Flame Cutting Practice
.04		Oxygen-Acetylene Welding
	.01	Fundamentals of Testing Welds
	.02	Flat Position Welding Fundamentals
	.03	Flat Position Welding Practice
	.04	Additional Welding Positions Fundamentals
	.05	Additional Welding Positions Practice
	.06	Bronze Welding Fundamentals
	.07	Bronze Welding Practice
		Arc Welding
.01		Fundamentals of Arc Welding
	.01	Fundamentals of Arc Welding Skills
	.02	Fundamentals of Metals
	.03	Fundamentals of Arc Welding Equipment
	.04	Fundamentals of Electrodes
	.05	Fundamentals of Arc Welding
	.06	Fundamentals of Flat and Horizontal Positions
	.07	Fundamentals of Vertical and Overhead Position
.02		Pad Weld
	.01	Arc Welding Practice
	.02	Building Up a Pad
.03		Butt Weld
	.01	Butt Welding Two Beveled Edges
	.02	Butt Welding Thin Metal
	.03	Butt Welding with Double Vee Joint

Course	Unit	LAP	
	.05		Lap Weld
		.01	Lap Welding
		.02	Overhead and Vertical Lap Welding

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning Repairman

DATE 1/8/75

	Unit	LAP	
1			Automotive Shop Safety
	.01		Shop Safety
		.01	Fundamentals of Shop Safety
		.02	Safety with Tools
		.03	First Aid
		.04	Shop Safety Observation
2			Tools and Equipment
	.01		Basic Tools
		.01	Hand Tool Fundamentals
		.02	Hand Tool Practice
	.02		Special Tools
		.01	Precision Measuring Tools Fundamentals
		.02	Precision Measuring Tools Practice
		.03	Fasteners and Torque Wrench
	.03		Shop Equipment
		.01	Shop Equipment Fundamentals
		.02	Jacks and Lifts Practice
		.03	Presses and Pullers Practice
		.04	Toolroom Observation
			Electrical Systems
	.01		Fundamentals of Electrical Systems
		.01	Fundamentals of Electricity
	.02		Battery Servicing
		.01	Fundamentals of the Storage Battery
		.02	Servicing the Storage Battery
		.03	Testing the Storage Battery
	.03		Starting Systems
		.01	Fundamentals of the Starting Motor
		.02	Overhauling Chrysler Starter

Course	Unit	LAP	
		.03	Overhauling Delco Starter
		.04	Overhauling Ford Starter
		.05	Starting System Wiring
	.04		Charging Systems
		.01	Fundamentals of the Charging System
		.02	Testing the Charging System
		.03	Fundamentals of the Generator
		.04	Repairing the Generator
		.05	Fundamentals of the Alternator
		.06	Repairing the Alternator
		.07	Fundamentals of the Voltage Regulator
		.08	Servicing the Voltage Regulator
	.05		Ignition Systems
		.01	Fundamentals of Ignition System
		.02	Ignition Systems Components
	.06		Lighting Systems
		.01	Fundamentals of the Lighting System
		.02	Turn Signals
		.03	Headlights and Parking Lights
		.04	Tail Lights and Brake Lights
		.05	Instrument Lights
.06			Automotive Fuel Systems
	.01		Fundamentals of Fuel Systems
		.01	Overview of Fundamentals
		.02	Inspecting Fuel Systems
	.02		Fuel Pumps
		.01	Overview of Fundamentals
		.02	Testing a Fuel Pump
		.03	Replacement of Fuel Pump

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning
Repairman

DATE 1/8/75

Unit	LAP	
.03		Fuel Lines and Filters
	.01	Overview of Fundamentals
	.02	Inspection of Fuel Filters
	.03	Replacing Fuel Filters
.04		Carburetors
	.01	Fundamentals of the Carburetor
	.02	Overhaul of Single Barrel Carburetor
	.03	Overhaul of 2 Barrel Carburetor
	.04	Overhaul of 4 Barrel Carburetor
	.05	Overhaul of Quadrajet Carburetor
	.06	Overhaul of Thermoquad Carburetor
	.07	Replacement of Carburetor and Gasket
	.08	Adjustment of Fuel-Air Mixture
	.09	Idle Adjusment - Dash Pot
	.10	Idle Adjustment - Mechanical Stop
.05		Fuel Characteristics
	.01	Fuel Characteristics
.06		Automatic Chokes
	.01	Overview of Fundamentals
	.02	Overhaul Automatic Chokes
	.03	Adjusting Automatic Electric Chokes
	.04	Adjustment of the Mechanical Type
		Emission Systems
.01		Fundamentals of Emission Systems
	.01	Fundamentals of Emission Control Systems
	.02	Fundamentals of Ford Systems

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Course	Unit	LAP	
		.03	Fundamentals of Chrysler Systems
		.04	Fundamentals of GM Systems
	.02		Servicing Emission Systems
		.01	Servicing PCV
		.02	Servicing the Air Pump
		.03	Servicing the Air Injectors
		04	Servicing Check Valve
		05	Servicing Anti-afterburn Valve
		.06	Testing Combustion Efficiency
		.07	Test and Service Ford Systems
		.08	Test and Service Chrysler Systems
		.09	Test and Service GM Systems
.08			Tune-up
	.01		Fundamentals of Tune-up
		.01	Fundamentals of Tune-up
	.02		Tune-up
		.01	Power Balance Test
		.02	Cranking Vacuum Test
		03	Testing Cylinder Leakage
	03		Distributor Repair
		01	Remove and Replace Distributor
		02	Testing Distributor Advance
		.03	Replacing Distributor Points and Condenser
		.04	Setting Breaker Point Dwell
	04		Adjustments and Repairs
		01	Cleaning Battery Terminals
		.02	Adjusting Ignition Timing Using a Timing Light
		03	Replacement of Secondary Ignition Cables

Curriculum Area: 37

AUTOMOTIVE

Job Title:

Tune-up/Auto Air Conditioning Repairman

DATE 1/8/75

Unit	LAP	
	.04	Replacement of Spark Plugs
	.05	Cleaning, Gapping and Testing Spark Plugs
.05		Testing Engine Operation
	.01	Testing Charging Output
	.02	Battery Load Test
	.03	Testing Cranking Voltage
	.04	Testing Ignition Coil
	.05	Testing Secondary Cable Resistance
		Engine Repair
.01		Fundamentals of 4-Cycle Engines
	.01	Fundamentals of 4-Cycle Engines
		Auto Air Conditioning
.01		Safety
	.01	Safety Precautions
.02		Theory of Operation
	.01	Fundamentals of Refrigeration
	.02	Fundamentals of Refrigerants
	.06	Leaks and Fluid
.03		Compressors
	.01	Fundamentals of Compressors
	.02	Refrigeration Oil
	.03	Magnetic Clutch
.04		Evaporators
	.01	Fundamentals of Evaporators
	.02	Evaporator Pressure Regulator
.05		Controls and Accessories
	.01	Automatic Temperature Control
	.02	Vacuum Controls
	.03	Electrical Wiring

Course	Unit	LAP	
	.06		Diagnosis Procedures
		.01	Fundamentals of Diagnosis
		.02	System Inspection
		.03	Soap-Solution Leak Test
		.04	Halide Leak Test
		.05	Manifold and Gage Test
	.07		Servicing
		.01	Purging the Air-Conditioning System
		.02	Evacuating the Air-Conditioning System
		.03	Charging the Air-Conditioning System (System Off)
		.04	Charging the Air-Conditioning System (System Running)
		.05	Replacing Hose and Fittings
12			Parts and Accessories
	.01		Reference Manuals
		.01	Fundamentals of Reference Manuals
		.02	Reference Manual Practice
	.02		Parts Manuals
		.01	Fundamentals of Parts Manuals
		.02	Parts Manuals Practice
	.03		Cleaning Parts and Work Area
		.01	Washing Parts
		.02	Cleaning Stall
		.03	Fundamentals of Gaskets, Sealants and Seals
		.04	Fundamentals of Tubing and Hose
		.05	Fundamentals of Wire and Wiring
		.06	Fundamentals of Work Orders

CURRICULUM AREA 38: Small Engines

Small Engine Mechanic includes a general course in basic principles of operation and repair of two-cycle, four-cycle and rotary engines, lubrication, electrical, cooling and fuel systems, small engine repair and four specialized courses in particular small engines; Chainsaws, Snowmobiles, Motorcycles, and Outboard Engines. The Small Engines job title also includes Welding Support (gas and arc), Curriculum Area 36.

NOTE: Curriculum Area 36: Welding Support

The Welding course teaches the fundamentals of safety, equipment operation, flame cutting, and welding using the various welding positions and welds for both gas and arc welding.

Welding is not a job title per se, but provides support to other job titles. The job titles requiring Welding Support are as follows:

Curriculum Area 37: Automotive
Brake and Front-End Mechanic
General Mechanic
Light Duty Mechanic

Curriculum Area 38: Small Engines

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 38

SMALL ENGINES

Job Title:

Small Engine Mechanic

DATE 1-7-75

Course	Unit	LAP	
1			Basic Small Engines
	.01		Shop Improvement and Safety
		.01	Shop and Tool Safety
		.02	Shop Maintenance, Cleanliness, and Organization
	.02		Shop Manuals and Parts Books
		.01	Importance of Service Manuals, Parts Books and Flat Rate Manuals
		.02	Organization of Service Manuals
		.03	Use of Service Manuals
		.04	Organization of Parts Books
		.05	Use of Parts Books
		.06	The Flat Rate Manual
	.03		Work Orders
		.01	Fundamentals and Use of Work Orders
	.04		Measuring Tools
		.01	Precision Measuring Tool Fundamentals
		.02	Precision Measuring Tool Practice
	.05		Engine Design and Terminology
		.01	Identify Engine Designs
		.02	Identify Cylinder Arrangements
		.03	Identify Value Arrangements
		.04	Vocabulary You Should Know
	.06		4-Cycle Theory
		.01	Parts Identification of 4-Cycle Engines
		.02	Parts Functions of 4-Cycle Engines
		.03	The 4-Cycles of Operation
		.04	Purpose of Each Cycle
		.05	Lubrication of the 4-Cycle Engine
		.06	Parts of Valve System in a 4-Cycle Engine
		.07	Bearing Types Used in the 4-Cycle Engine
		.08	4-Cycle Engine Disassembly and Reassembly
	.07		2-Cycle Theory
		.01	2 Stroke Operation
		.02	Parts Identification of the 2-Cycle Engine
		.03	Parts Functions of the 2-Cycle Engine
		.04	Reed of Leaf Valves
		.05	Transfer Ports
		.06	Rotary Valve
		.07	Cross-Flow Scavange Engine
		.08	Loop-Scavange Engine
	.08		Basic Electricity
		.01	Parts of the Atom
		.02	Insulators
		.03	Conductors
		.04	Electrical Current
		.05	Voltage
		.06	Amperage
		.07	Resistance
		.08	Ohm's Law
		.09	Magnetism
		.10	Electromagnetism
		.11	Coil Construction and Function
		.12	Condensor Construction and Function

Curriculum Area: 38

SMALL ENGINES

Job Title:

Small Engine Mechanic

DATE 1-7-75

Unit	LAP	
.09		Ignition Systems
	.01	Magneto System
	.02	Battery Ignition System
	.03	Capacitor Discharge System
.10		Electrical Testing
	.01	Coil Continuity Test (Secondary)
	.02	Coil Continuity Test (Primary)
	.03	Coil Polarity Test
	.04	Coil Index Test
	.05	Coil Firing Test
	.06	Condensor Test (Capacity)
	.07	Condensor Test (Series Resistance)
	.08	Condensor Test (Leakage)
.11		Lubrication Systems
	.01	Simple Splash
	.02	Constant Level Splash
	.03	Barrel Pump
	.04	Ejection Pump
	.05	Full Pressure Pump
	.06	Mist
.12		Fuel System
	.01	Fuel System Parts Identification
	.02	Suction Feed System
	.03	Gravity Feed System
	.04	Fuel Pump Feed System
	.05	Pressurized Tank Feed System
	.06	Simple Carburetor
	.07	Float Type Carburetor
	.08	Diaphragm Type Carburetor
	.09	Idle System
	.10	High Speed System
	.11	Carburetor Adjustment
	.12	Fuel Pump Types

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Course	Unit	LAP	
		.13	Governor Types
		.14	Removing the Carburetor
		.15	Overhauling the Carburetor
		.16	Installing the Carburetor
	.13		Cooling Systems
		.01	Components of Water Cooled Systems
		.02	Components of Air Cooled Systems
		.03	Two Types of Air Cooling Systems
	.14		Special Tools
		.01	Special Tool Use
	.15		Troubleshooting
		.01	Troubleshooting Procedure
	.16		Engine Overhaul
		.01	Removing the Cylinder Head
		.02	Removing the Valves
		.03	Inspection of Valves and Related Parts
		.04	Repairing the Valve Guides
		.05	Lapping the Valves
		.06	Adjusting the Valve-Tappet Clearance
		.07	Installing the Cylinder Head
		.08	Servicing the Carburetor
	.17		Maintenance
		.01	Servicing the Dry Filter Type Air Cleaners
		.02	Servicing the Oiled Filter Type Air Cleaner

Curriculum Area: 38

SMALL ENGINES

Job Title:

Small Engine Mechanic

Unit	LAP	
	.03	Servicing the Oil Bath Type of Air Cleaner
	.04	Clean and Inspect the Cooling System
	.05	Clean and Inspect the Fuel System
	.06	Spark Plug Service
	.07	Service and Test a Lead-Acid Storage Battery
	.08	Servicing the Carburetor
.18		Care in Off Season or Storage
	.01	Storage and Care
	.02	Preparing Engine for Storage
	.03	Returning Engine to Service After Storage
.19		Power Transfer
	.01	Drive Types and Clutches
	.02	Manual Transmission
.20		Lawn Mower Service
	.01	Clean Cooling System
	.02	Drain and Refill Crankcase
	.03	Sharpen and Balance Blade
	.04	Engine Tune-Up
	.05	Service Manual Starters
.21		Rotary Engine Theory
	.01	Parts Identification and Terminology
	.02	Cycle of Operation
	.03	Methods of Lubrication and Cooling
		Chainsaw
.01		Terminology
	.01	Word Identification and Definitions

DATE 1-7-75

Course	Unit	LAP	
		.02	Part Identification of Chainsaws
	.02		Chain Care and Maintenance
		.01	Parts of Chain
		.02	Sharpening, Lubrication and adjustment
	.03		Chain Repair
		.01	Chain Repair and Replacement
	.04		Bar Repair
		.01	Bar Maintenance and Repair
	.05		Troubleshooting
		.01	Problems Typical to Chainsaw Operation
.03			Snowmobile
	.01		Terminology
		.01	Word Identification and Definitions
		.02	Part Identification of Snowmobiles
	.02		Chassis, Brakes and Steering
		.01	Chassis Repair
		.02	Brake Types and Repair
		.03	Ski Maintenance and Repair
	.03		Tracks
		.01	Track Types and Construction
		.02	Track Replacement
		.03	Track Repair and Maintenance
	.04		Suspension
		.01	Boggie Wheel Suspension
		.02	Boggie Wheel Suspension Adjustment

Curriculum Area: 38

SMALL ENGINES

Job Title:

Small Engine Mechanic

Course	Unit	LAP	
		.03	Slide Rail Suspension
		.04	Slide Rail Suspension Adjustment
		.05	Suspension Lubrication
	.05		Troubleshooting
		.01	Problems Typical to Snowmobile Operation
4			Motorcycles
	.01		Terminology
		.01	Word Identification and Definitions
		.02	Part Identification of Motorcycles
	.02		Controls
		.01	Adjust Front and Rear Brakes
		.02	Adjust Carburetor Linkage
		.03	Adjust Clutch Linkage
	.03		Tire and Wheel Repair
		.01	Front Tire Repair
		.02	Rear Tire Repair
		.03	Wheel Alignment and Repair
	.04		Brakes
		.01	Internal Expanding Brake Repair
		.02	Disc Brake Repair and Adjustment
	.05		Troubleshooting
		.01	Problems Typical to Motorcycle Operation
			Outboard Engines
	.01		Terminology
		.01	Word Identification and Definitions

DATE 1-7-75

Course	Unit	LAP	
		.02	Parts Identification of Outboard Engines
	.02		Lower Units
		.01	Theory of Operation
		.02	Lower Motor Cover
		.03	Exhaust Housing
		.04	Steering Bracket
		.05	Swivel and Stern Bracket
	.03		Gear Case
		.01	Theory of Operation
		.02	Driveshaft and Gearshift Mechanism
		.03	Water Pump
	.04		Propeller Service
		.01	Propeller Pitch and Diameter
		.02	Slip Hub and Shear Pin
		.03	Propeller Replacement
	.05		Troubleshooting
		.01	Problems Typical to Outboard Motors

CURRICULUM AREA 51: Health Education

Presents basic concepts of selection and use of clinical facilities for health maintenance. Basic first aid techniques are covered to equip the student to handle minor accidents and illness and to determine when medical attention is necessary.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 51

HEALTH EDUCATION

Job Title:

Health Education

DATE 1/8/75

	Unit	LAP	
1			Introduction to Health Education
	.01		Health Information
		.01	General Health Information
		.02	GAP: Health Information
	.02		First Aid
		.01	Definition, Responsibilities and General Directions
		.02	Recognizing and Treating Shock
		.03	GAP: Shock
		.04	Artificial Respiration
		.05	GAP: Artificial Respiration
		.06	Kinds and Treatment of Burns
		.07	Kinds and Treatment of Bleeding
		.08	GAP: Bleeding
		.09	Preventing Infection
		.10	Head Injuries
		.11	Nosebleeds
		.12	Frostbite
		.13	Poisonings by Ingestion
		.14	GAP: Poisonings by Ingestion
		.15	First Aid Supplies
			Family Health
	.01		Major Health Problems
		.01	Introduction to Communicable Diseases
		.02	Diseases Prevented by Immunization
		.03	Strep and Staph Infection
		.04	GAP: Communicable Diseases
		.05	Venereal Disease
		.06	GAP: Venereal Disease
		.07	Heart Disease
		.08	Cancer
		.09	Diabetes

Course	Unit	LAP	
	.02		Home Care of the Ill
		.01	Maintaining Health
		.02	Precautions When Ill
		.03	Symptoms
		.04	Special Diets
		.05	Taking a Temperature
	.03		Family Life Education
		.01	Female Reproductive System
		.02	Male Reproductive System
		.03	Family Planning and Permanent Forms of Birth Control
		.04	GAP: Family Planning
	.04		Dental Hygiene
		.01	Teeth and Dental Floss

CURRICULUM AREA 61: Consumer Education

Covers principles of effective money management including budgeting, housing, car buying, credit, consumer awareness and insurance.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 61

CONSUMER EDUCATION

Job Title:

Consumer Education

DATE 1/8/75

Unit	LAP	
		Consumer Education
.01		Managing Your Money
	.01	Principles of Money Management
	.02	GAP: Budgeting Your Money
	.03	Banking Services
.02		A Place to Live
	.01	The Right House For You
	.02	The Renting Option
	.03	A Home of Your Own
.03		Car Buying
	.01	Special Consideration of Car Buying
	.02	Used Car Buying
	.03	New Car Buying
.04		Shopping With Credit
	.01	Understanding Credit
	.02	The Credit System In Review
.05		Consumer Awareness
	.01	Consumer Fraud and Deception
	.02	Label Reading and Unit Pricing
	.03	Food Buying Techniques
.06		Insurances
	.01	Buying Health Insurance
	.02	Buying Life Insurance
	.03	Buying Car Insurance
	.04	Buying Homeowners Insurance

Course	Unit	LAP

CURRICULUM AREA 63: Home Management

Covers information designed to help the student utilize effective practices in nutrition, grooming and clothing, and home care.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 63 HOME MANAGEMENT

Job Title: Home Management

DATE 1/9/75

	Unit	LAP	
1			Home Management
	.01		Understanding Nutrition
		.01	You Are What You Eat
		.02	Feeding Your Body
		.03	Vitamins and Minerals
		.04	The Carbohydrate Conspiracy
	.02		Nutrition and Your Health
		.01	Breaking the Cycle of Malnutrition
		.02	Vitamin and Mineral Deficiencies
		.03	Diet and Disease
	.03		Grooming and Impressions
		.01	As Others See You
		.02	Personal Grooming
		.03	Interviewing For A Job
	.04		Clothing and Dress
		.01	Establishing Your Style of Dress
		.02	Making the Most of Your Wardrobe
		.03	The Principles of Dress
	.05		Home Care and Utilization
		.01	Creating Your Own Environment
		.02	Organizing Your Home Life
		.03	Cleanup and Maintenance

Course	Unit	LAP	

CURRICULUM AREA 66: Parent Involvement

Includes five courses dealing with child management. The first course covers general information on self image, communication and discipline techniques. The other courses deal with the various age levels and characteristics and needs of children in these levels.

This area does not have job titles per se. It belongs to the section of Mountain-Plains curriculum which deals with life skills.

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 66

PARENT INVOLVEMENT

Job Title:

Parent Involvement

DATE 1/8/75

Unit	LAP	
		Interaction With Children
.01		Self-Image
	.01	The Development of Self-Image
	.02	How Adults Can Help
	.03	GAP: Adult Expectations and Self-Image
	.04	GAP: Communication with Children
.02		Self-Control
	.01	Discipline = Self-Control
	.02	GAP: Applying Self-Control Training Techniques
		nfant and Toddler
.01		Growth and Development
	.01	Infant Growth and Development
	.02	Toddler Growth and Development
.02		Care of the Infant and Toddler
	.01	Physical Care of the Baby
	.02	Feeding of the Baby
	.03	Clothing of the Baby
.03		Developing the Baby's Potential
	.01	Learning in the Home
	.02	Learning During First Ten Months
	.03	Learning During Ten to Eighteen Months
	.04	GAP: Learning Activity Demonstration
		Pre-School Child
.01		Child Growth and Development
	.01	Developmental Patterns
	.02	GAP: Developmental Behavior
	.03	Forces Affecting Development

Course	Unit	LAP	
	.02		The Child's Potential
		.01	Ways Children Learn
		.02	GAP: Ways Children Learn
		.03	Value of Play
		.04	Developing Speech Habits
		.05	Encouraging Creativity
		.06	GAP: Encouraging Creativity
		.07	Learning to Get Along With Others
		.08	Preparing Your Child For School
	.03		Handling Behavior
		.01	Common Behavior Problems
		.02	GAP: Guiding the Child's Behavior
.04			Middle-Age Child
	.01		Middle Childhood
		.01	Physical Characteristics
		.02	Social-Emotional Characteristics
		.03	Feelings of Security and Adequacy
		.04	Understanding Self and Others
		.05	Self-Discipline
		.06	GAP: Group Discussion
	.02		Later Childhood
		.01	Physical Characteristics
		.02	Mental Characteristics
		.03	Social-Emotional Characteristics
		.04	GAP: Growth and Development Discussion
		.05	Developmental Characteristics in Later Childhood
		.06	GAP: Group Discussion
.05			Adolescence
	.01		Growth and Development
		.01	Physical Characteristics

Curriculum Area: 66

PARENT INVOLVEMENT

Job Title:

Parent Involvement

DATE 1/8/75

Unit	LAP	
	.02	Mental Characteristics
	.03	Social-Emotional Characteristics
02		Developmental Tasks and Adult Guidance
	.01	Completing Growth From Childhood to Adulthood
	.02	GAP: Completing Growth From Childhood to Adulthood Discussion

Course	Unit	LAP	

CURRICULUM AREA 70: Carpenter

The Carpenter job title includes two courses, Rough-In and Final. Rough-In is designed to provide information on skills and procedures included in the task of structure framing and forming. Framing tasks include floors, walls, ceiling and roofs. Finish refers to the construction of interior and exterior wall coverings, installation of windows and trim, and hanging of doors.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 70

CARPENTER

Job Title:

CARPENTER

DATE 1-7-75

	LAP	
		Rough-in
.01		Excavation Layout-Concrete and Forms
	.01	Place Corner Stakes for a Building Site
	.02	Set Up and Level the Transit
	.03	Determine the Elevations of Three Points
	.04	Set Up Batter Boards
	.05	Determine and Label the Depth Down from Four Points Given a Blueprint
	.06	Determine the Cubic Yards of Dirt to be Removed from Site
	.07	Determine the Cubic Yards of Concrete Required for Three Specific Jobs
	.08	Identify Types of Concrete and Their Use
	.09	List Do's and Don'ts When Placing Concrete in a Form
	.10	Use and Purpose of Additives
	.11	Curing Concrete
	.12	Lay Out Footing Lines
	.13	Sketch Method of Anchoring to Concrete
	.14	Calculate the Cubic Yards Required for a Specific Structure
	.15	Set Foundation Forms
	.16	Install Bulkheads
	.17	Set Reinforcing Steel
	.18	Calculate Yards of Foundation
	19	Describe Method of Curing Foundations
	21	Describe Three Types of Forming
	.22	Install Forms for a Slab
	23	Install Forms for a Step

Course	Unit	LAP	
		.24	Install Screeds for Flat Work
		.25	Describe Advantages and Disadvantages of Tamping Concrete
		.26	Describe Marking and Edging of Flatwork
		27	Describe the Function of Expansion Materials in Concrete Work
		.28	Identify Rebar by Number and Diameter
		.29	Given a Print Order the Required Reinforcing Steel
	.02		Floor and Wall Framing
		.01	Identify All Parts of a Floor Section
		.02	Install Mud Sill
		.03	Install and Layout Box Sill and Rim Joist
		.04	Describe Two Types of Girders Listing Advantages and Disadvantages
		.05	Given Plans Identify the Location and Spacing of Girder Post
		.06	Install Floor Joist
		.07	Install Solid Bridging
		.08	Install Herringbone Bridging
		.09	Install Stairwell
		.10	Straighten and Brace Floor Framing
		.11	Install Sub Floor
		.12	Order Materials for a Floor Given a Blueprint
		.13	Identify All Members of a Wall Section
		.14	Given a Plan Determine the Size of Header Required

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CARPENTER

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Unit	LAP	
	.15	Determine the Height of Header Given a Plan
	.16	Determine the Length and Spacing of Studs from a Plan
	.17	Layout Location of All Plates
	.18	Install and Layout Plates
	.19	Install Studs
	.20	Using Diagonal Method Square Wall Section
	.21	Using Spirit Level Plumb Wall Section
	.22	Sheath Walls
	.23	Order the Materials Required for Wall Section on a Set of Drawings
	.24	Sketch a Rough Opening
.03		Ceiling
	.01	Bill of Materials
	.02	Layout for Ceiling Joist
	.03	Install Ceiling Joist
	.04	Install Backing
	.05	Construct Access Openings
	.06	Describe Method of Building a Support Beam
	.07	Sketch a Strong Back
.04		Roof
	.01	Identify on a Sketch Span, Run, Rise and Overhang
	.02	From a Sketch, Identify the Following Cuts on a Rafter Plumbcut, Seat Cut, Tail Cut and Side Cut
	.03	Layout a Common Rafter
	.04	Cut and Install Common Rafter
	.05	Layout and Cut a Hip or Valley Rafter

Course	Unit	LAP	
		.06	Construct a Roof Truss Either Real or by Scale as Determined by the Instructor
		.07	Install Gable Studs
		.08	Install Roof Sheathing
		.09	Install Felt Paper
		.10	Install Inter-Lock Shingles
		.11	Install Wood Shingles
		.12	Install 3 Tab Shingles
		.13	Order the Materials Required for a Roof Section Given a Blueprint
.02			Finish
	.01		Machine Processes/Component Cabinet Construction
		.01	Band Saw Operations
		.02	Thickness Planer Operations
		.03	Jointer Operations
		.04	Basic Sander Operations
		.05	Radial Saw Operations
		.06	Circular Saw Operations
		.07	Drill Press Operations
	.02		Exterior Wall Coverings and Cornice
		.01	Install Horizontal Siding
		.02	Determine Length of Vertical Siding in the Gable
		.03	Install Vertical Siding
		.04	Caulk Siding
		.05	Compute Materials List
		.06	Sketch Two Cornice Details
		.07	Install Facia
		.08	Install Vent Louvers in the Cornice
		.09	Install Look Outs and Ribbon

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CARPENTER

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	LAP	
.03		Windows and Trim
	.01	Identify Window Types
	.02	Order Windows
	.03	Install Window
	.04	Install Large Window in Frame
	.05	Trim a Window
	.06	Insulate Around Window
.04		Interior Coverings
	.01	Install Sheetrock
	.02	Install Sheetrock Metal Trim
	.03	Install Acoustical Tile
	.04	Install Wall Paneling
	.05	Install Tile or Linoleum
	.06	Install Base
	.07	Install Cove Mold
	.08	Install Panel Moldings
	.09	Name Parts of a Stair
	.10	Cut Stair Jack
	.11	Install Treads and Risers
	.12	Install Handrail
	.13	Install Closet Shelf and Rod
	.14	Install Insulation
	.15	Install Plastic Laminate
.05		Doors and Jambs
	.01	Order Required Materials for a Typical Door Installation
	.02	Install Door Jamb
	.03	Hang Interior Door
	.04	Hang Exterior Door
	.05	Install Lock
	.06	Install Bi-fold Doors
	.07	Install Sliding Doors
	.08	Identify the Members of a Typical Door Section
	.09	Trim Door
	.10	Install Weatherstrip
	.11	Threshold

Course	Unit	LAP	
.03			General Procedures and Practices for Building Trades and Services
	.01		Safety
		.01	Personal Safety
		.02	Safety in the Work Environment
	.02		Hand Tools
		.01	Wrench Type Tools
		.02	Hammers
		.03	Cutting Tools
	.03		Measurement
		.01	Basic Measurement and Tolerance
		.02	Non-Precision Instruments
		.03	Precision Instruments
			SUPPORT FROM DRAFTSMAN TO CARPENTER
.02			Blueprint Reading
	.02		Introduction to Blueprint Reading
		01	Introduction
		02	The Working Drawing
		03	Placement of Views
		04	Dimensioning a Working Drawing
		05	Invisible Edges
		06	Circles and Arcs
		07	Views in Section
		08	Tools for Sketching
		09	Sketching Straight Lines
		10	Sketching Circles, Arcs, Irregular Shapes
		11	Making a Working Sketch
		12	Isometric Sketching

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Unit	LAP	
	.13	Sketching Angles in Isometric
	.14	Dimensioning an Isometric Sketch
	.15	Sketching Circles and Arcs in Isometrics
	.16	Sketching an Irregular Shape in Isometric
	.17	Oblique Projection
	.18	Structural Members of a Frame Structure
	.19	Roof Framing Members
	.20	Frame Buildings
	.21	Doors, Windows and Exterior Walls
	.22	Framing Plans and Elevations
	.23	Rough Openings, Roofs and Roof Framing
	.24	Plans, Elevations and Sections
	.25	Details and Sections
	.26	Piers and Floors
	.27	Windows, Lintels and Doors
	.28	Wall Plates, Roofs and Rafters
.03		Blueprint Reading for Carpentry
	.01	Specifications
	.02	Dimensions
	.03	Scale and the Working Drawings
	.04	Elevation Drawings
	.05	Wall Sections - Elevations
	.06	Interpreting Elevation Drawings
	.07	The Plot Plan
	.08	Foundation Drawings
	.09	Plan Symbols and Indications
	.10	Schedules
	.11	Interpreting the Basement Plan
	.12	Floor Frame Plan
	.13	The Floor Plan

Course	Unit	LAP	
		.14	Interpreting the Floor Plan
		.15	Roof Frame Plan
		.16	Details - Cornice
		.17	Details - Walls
		.18	Details - Windows and Doors
		.19	Details - Dormer and Louvers
		.20	Details - Stairs
		.21	Details - Fireplace
		.22	Details - Cabinets
		.23	Interpreting the Detail Drawings
		.24	Quantity and Material Lists

CURRICULUM AREA 71: Electronics Assembler

Covers identification of components used and plans for assembly of an electronic device and practical application of assembly skills, e.g. diagram interpretation and component identification skills.

Mountain-Plains Education & Economic Development Program, Inc.

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ELECTRONICS ASSEMBLER

Job Title:

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Unit	LAP	
		Preparation for Electronic Assembly
.01		Component Identification
	.01	Resistor Identification
	.02	Electronic Color Code
	.03	Resistor Wattage
	.04	Capacitor Identification
	.05	Determining Capacitance
	.06	Inductor Identification
	.07	Relay Identification
	.08	Miscellaneous Component Identification
	.09	Semiconductor Identification
	.10	Semiconductor Diode Identification
	.11	Semiconductor Rectifier Identification
	.12	Transistor Identification
	.13	Transistor Element Identification
	.14	Transistor Case Identification
	.15	Integrated Circuit Identification
	.16	Electron Tube Identification
	.17	Tube Socket Identification
	.18	Terminal Identification
	.19	Switch Identification
	.20	Printed Circuit Board Construction
	.21	Hardware Identification
.02		Diagrams
	.01	Schematic Drawing
	.02	Schematic Sketching
	.03	Block Diagram
	.04	Symbolic Diagram
	.05	Layout Diagram
	.06	Layout Diagram Sketching
	.07	Wiring Diagram Sketching

Course	Unit	LAP	
	.03		Tools and Equipment
		.01	Tools for Mechanical Assembly
		.02	Tools for Electrical Assembly
		.03	Tools for Microelectronic Assembly
		.04	Heat Sink
	.04		Soldering and Desoldering
		.01	Soldering Techniques
		.02	Wire Splices
		.03	Terminal Connections
		.04	Soldering Practice
		.05	Desoldering
		.06	Visual Inspection of Soldering
		.07	Soldering Components on a Circuit Board
		.08	Desoldering Components from a Circuit Board
	.05		Wire Harness Fabrication
		.01	Conductor Size and Types
		.02	Wire Stripping
		.03	Solderless Terminal Lugs
		.04	Spot Tying
		.05	Cable Lacing
		.06	Fabricating a Wire Harness
		.07	Wire Harness Protection
		.08	Cable Connectors
		.09	Jib-Board Wire Harness Fabrication
	.06		Evaluation and Inspection
		.01	Visual Inspection
		.02	Solder Connection Pull Test
		.03	Ohmmeter
		.04	Ohmmeter Construction
		.05	Electron Tubes

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ELECTRONICS ASSEMBLER

Job Title:

ELECTRONICS ASSEMBLER

DATE 1-7-75

Unit	LAP	
	.06	Voltmeter
	.07	Oscilloscope
	.08	Component Substitution Boxes
	.09	Assembly Workstation
		Electronic Assembly
.01		Assembling a Detector
	.01	Building a Radio Signal Detector
	.02	Building a Tuned Circuit for Radio Signals
	.03	Building a Vacuum Tube Signal Detector
.02		Assembling a Regenerative Receiver
	.01	Building a Vacuum Tube Amplifier
	.02	Building a Detector Amplifier
	.03	Building a Regenerative Detector Amplifier
.03		Assembling a Radio Power Supply
	.01	Transformer Coupling
	.02	Building a Radio Power Supply
04		Assembling an Audio Amplifier
	.01	Building Audio Amplifiers
	.02	Building a Detector Circuit
.05		Assembling a Radio Frequency Amplifier
	.01	Building an RF Amplifier
	.02	Building an Oscillator Circuit
	.02	Building a Detector Circuit
05		Assembling a Radio Frequency Amplifier
	.01	Building an RF Amplifier
	.02	Building an Oscillator Circuit

Course	Unit	LAP	
	.06		Assembling a Superhetrodyne Receiver
		.01	Building a Superhetrodyne Receiver
		.02	Building a Short-wave Band and BFO

CURRICULUM AREA 72: Electrical Wireman

Electrical Wireman contains information and procedures for electrical installations that are generally hidden within the structure as well as for completing the requirements for the trim out stage, e.g. fixtures, appliances and control devices. Procedures presented and information provided are those used for criterion by the National Electric Codes.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 72

ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

DATE 1-7-75

Course	Unit	LAP	
1			Electrical Wiring Rough-In
	.01		Outlet and Switch Boxes
		.01	Laying Out Outlet Boxes on a Plan
		.02	Determining Types of Outlet Boxes
		.03	Installing Pilot Lights
		.04	Installing Outlet Boxes
		.05	Laying Out Switch Boxes on a Plan
		.06	Grounding Outlet Boxes
		.07	Installing Switch Boxes
		.08	Laying Out Junction Boxes on a Plan
		.09	Determining the Size of Junction Boxes
		.10	Installing Junction Boxes
	.02		Wiring
		.01	Laying Out Circuits on a Plan
		.02	Calculating Circuit Capacity
		.03	Installing Ground Fault Circuit Interrupters
		.04	Installing Lighting Circuits
		.05	Installing Special Appliance Circuits
		.06	Installing Individual Appliance Circuits
		.07	Installing Surface EMT
		.08	Installing Armored Cable
	.03		Service Entrance
		.01	Laying Out Service Entrance on a Plan
		.02	Determining Type/Size of Service Entrance Panel
		.03	Determining Size of Service Entrance
		.05	Installing Service Entrance Panel
		.06	Installing Service Entrance
	.04		Signal and Low Voltage Systems
		.01	Laying Out Signal Circuits on a Plan
		.02	Determining Type of Signal System
		.03	Installing Dimmer Controls
		.04	Installing Signal Systems
		.05	Laying Out Low-Voltage Circuits on a Plan
		.06	Installing Low Voltage Wiring Systems
.02			Electrical Wiring Trim-Out
	.01		Outlets
		.01	Determining the Type of Outlet to be Installed
		.02	Installing Split Circuit Receptacles
		.03	Installing Duplex Outlets
		.04	Installing Special Purpose Outlets
	.02		Fixtures
		.01	Determining the Type of Fixture to be Installed
		.02	Installing Baseboard Heaters
		.03	Installing Incandescent Fixtures
		.04	Installing Fluorescent Fixtures
		.05	Installing Recessed Fixtures
	.03		Switches
		.01	Determining Type of Switch to be Installed

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ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

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Course	Unit	LAP	
		.02	Installing Automatic Door Switches
		.03	Installing Single-Pole Switches
		.04	Installing Three-Way and Four-Way Switches
	.04		Appliances
		.01	Determining Types of Appliances to be Installed
		.02	Installing Garbage Disposals
		.03	Installing Exhaust Fans
		.04	Installing Electric Heaters
		.05	Installing Electric Ranges
		.06	Installing Electric Clothes Dryers
		.07	Installing Electric Water Heaters
	.05		Miscellaneous
		.01	Determining Types of Miscellaneous Devices to be Installed
		.02	Determining Types of Circuit Breakers to be Installed
		.03	Installing Humidistats
		.04	Installing Circuit Breakers
		.05	Installing Thermostat Controls and Relays
		.06	Installing Thermocouples

SUPPORT FROM RADIO & TELEVISION SERVICEMAN TO ELECTRICAL WIREMAN

Course	Unit	LAP	
			DC Circuits
	.01		Current
		.01	The Electron
		.02	Electron Movement
		.03	Current Flow
		.04	Measurement of Current
		.05	The Ammeter

Course	Unit	LAP	
	.02		Voltage
		.01	Electromotive Force and Voltage
		.02	The Battery
		.03	Measuring Voltage
	.03		Resistance
		.01	Characteristics of Resistance
		.02	Resistors
		.03	Resistor Codes and Values
		.04	The Ohmmeter
	.04		Measuring Voltage and Current in Series Circuits
		.01	Measuring Current in a Series Circuit
		.02	Measuring Voltage in a Series Circuit
		.03	Measuring DC Voltage with a Multimeter
	.05		Relationships of Current, Voltage and Resistance
		.01	Relationship of Current to Voltage and Resistance
		.02	The Ohm's Law Formula
		.03	Power
		.04	Internal Resistance
		.05	Troubleshooting Series Circuits
	.06		Parallel Circuits
		.01	Voltage and Current
		.02	Resistance and Power
		.03	Troubleshooting Parallel Circuits
		.04	Variational Analysis
	.07		Series Parallel Circuits
		.01	Complex Circuits
		.02	Voltage Reference
		.03	Voltage Dividers

Curriculum Area: 72

ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

DATE 1-8-75

Unit	LAP	
.08		Magnetism and Electromagnetics
	.01	Magnetism
	.02	Electromagnetism
	.03	Electromagnetic Induction
	.04	Induction, Inductance and Inductors
.09		Mutual Induction and RL Circuits
	.01	Mutual Induction
	.02	RL Circuits
	.03	RL Time Constant
.10		Capacitance
	.01	The Capacitor
	.02	Capacitance
	.03	Capacitance Calculations
	.04	RC Time Constant
		AC Circuits
.01		Introduction to AC
	.01	Generating AC Voltage
	.02	AC and DC Generators
.02		Relationships
	.01	Inductive Reactance
	.02	Inductive Phase Relationships
	.03	Capacitive Reactance
	.04	Voltage and Impedance
	.05	Power in AC Circuits
.03		The Transformer
	.01	Transformer Operation and Construction
	.02	Transformer Theory
	.03	Turns Ratio and Power
	.04	Practical Transformer

Course	Unit	LAP	
			SUPPORT FROM DRAFTSMAN TO ELECTRICAL WIREMAN
.02			Blueprint Reading
	.02		Introduction to Building Trades Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawing
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Sections
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles in Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.16	Sketching an Irregular Shape in Isometric
		.17	Oblique Projection
		.18	Structural Members of a Frame Structure
		.19	Roof Framing Members
		.20	Frame Buildings
		.21	Doors, Windows and Exterior Walls
		.22	Framing Plans and Elevations
		.23	Rough Openings, Roofs and Roof Framing

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ELECTRICAL WIREMAN

Job Title:

ELECTRICAL WIREMAN

DATE 1-8-75

Unit	LAP	
	.24	Plans, Elevations and Sections
	.25	Details and Sections
	.26	Piers and Floors
	.27	Windows, Lintels and Doors
	.28	Wall Plates, Roofs, and Rafters

Course	Unit	LAP	

CURRICULUM AREA 73: Plumber

Plumber covers plumbing rough-in and finish installations. Rough-In includes installing, revising and repairing drainage and ventilation systems for general residential/commercial structures including connections to sewer systems. Finish involves installing, servicing and repairing supply lines and fixtures commonly found in residential/commercial structures.

A course is also included covering general industrial safety practices, general care and use of hand tools and care and use of basic precision instruments.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 73

PLUMBER

Job Title:

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Unit	LAP	
		Drainage and Vent Systems
.01		Pipes and Fittings Assembly
	.01	Soil Pipe Nomenclature and Cutting
	.02	Joining Soil Pipe and Fittings
	.03	Soil Pipe Bends, Wyes, and Combinations
	.04	Soil Pipe Tees and Offsets
	.05	Miscellaneous Soil Pipe Fittings
	.06	Pipe Hanger Applications
	.07	Plastic Pipe Nomenclature and Cutting
	.08	Plastic Angle Fittings
	.09	Plastic Branch Fittings
	.10	Miscellaneous Plastic Fittings
	.11	Pipe Nomenclature, Function and Threading
	.12	Pipe Measurement, Layout and Assembly
	.13	Drainage Angle Fitting Nomenclature, Function and Assembly
	.14	Drainage Tee Nomenclature, Function and Assembly
	.15	Drainage Wye Nomenclature, Function and Assembly
.02		Planning, Layout and Assembly
	.01	Sewer Construction
	.02	Obtaining Grades of Pipe with a Level
	.03	Determining the Amount of Discharge a Drainage System Will Accomodate
	.04	Soil Stack Layout and Assembly
	.05	Waste and Vent Layout and Assembly
	.06	Trap Nomenclature and Function
	.07	Continuous and Wet Vent

Course	Unit	LAP	
		.08	Loop or Circuit Vent
		.09	Storm Drain Nomenclature and Function
		.10	The House Drain
		.11	Location of Cleanouts
		.12	Floor and Area Drains
		.13	Clearing Stoppage in Drains
.02			Supply Piping Systems
	.01		Pipe Fittings
		.01	Pipe Nipple Nomenclature, Function and Construction
		.02	Angle Fitting Nomenclature, Function and Assembly
		.03	Branch Fitting Nomenclature, Function and Assembly
		.04	Union Nomenclature, Function and Assembly
		.05	Miscellaneous Pipe Fittings
	.02		Cold Water Supply
		.01	Copper Pipe Nomenclature and Cutting
		.02	Swagging Copper Tubing
		.03	Sweating Copper Tubing
		.04	Copper Sweat Angle Fittings
		.05	Copper Sweat Branch Fittings
		.06	Miscellaneous Copper Sweat Fittings
		.07	Valve Nomenclature, Function and Service
		.08	Meter, Curb Cocks, and Strainers
		.09	Service Piping and Water Main Nomenclature
		.10	Water and Hydrostatic Pressure
		.11	Friction Loss Calculation
		.12	Water Sources and Solvency

Curriculum Area: 73

PLUMBER

Job Title:

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Unit	LAP	
.03		Hot Water Supply
	.01	Copper Pipe Flaring and Assembly
	.02	Flare and Compression Fittings
	.03	British Thermal Units and Expansion of Water
	.04	Convection, Conduction and Radiation
	.05	Hot Water Heaters and Storage Tanks
	.06	Thermostats and Pressure Relief Valves
	.07	Water Heater Installation
	.08	Water Heater Servicing
.04		Fixtures
	.01	Trap and Faucet Connections
	.02	Faucet Nomenclature and Repair
	.03	Tub Waste Nomenclature, Function and Installation
	.04	Sink Strainer and Overflow Nomenclature and Installation
	.05	Fixture Supports
	.06	Installing Kitchen Sink
	.07	Garbage Disposal Installation
	.08	Installing Vanity Sink
	.09	Installing Wall Hung Sink
	.10	Installing Bathtub
	.11	Installing Shower Cabinet
	.12	Installing Free Standing Toilet
	.13	Installing Wall Hung Toilet
	.14	Installing and Service Water Softeners
		General Procedures and Practices for Building Trades and Services
01		Safety
	.01	Personal Safety
	.02	Safety in the Work Environment

Course	Unit	LAP	
	.02		Hand Tools
		.01	Wrench Type Tools
		.02	Hammers
		.03	Cutting Tools
	.03		Measurement
		.01	Basic Measurement and Tolerance
		.02	Non-Precision Instruments
		.03	Precision Instruments
			SUPPORT FROM DRAFTING TO PLUMBER
.02			Blueprint Reading
	.02		Introduction of Building Trades to Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawing
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Section
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.16	Sketching an Irregular Shape in Isometric
		.17	Oblique Projection
		.18	Structural Members of a Frame Structure

Curriculum Area: 73

PLUMBER

Job Title:

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DATE 1-8-75

Unit	LAP	
	.19	Roof Framing Members
	.20	Frame Buildings
	.21	Doors, Windows and Exterior Walls
	.22	Framing Plans and Elevations
	.23	Rough Openings, Roofs and Roof Framing
	.24	Plans, Elevations and Sections
	.25	Details and Sections
	.26	Piers and Floors
	.27	Windows, Lintels and Doors
	.28	Wall Plates, Roofs and Rafters
.04		Blueprint Reading for Plumbing
	.01	Introduction to Pipe Drawings
	.02	Reading the Architect's Scale
	.03	Laundry Tray and Floor Drain in Basement Plan
	.04	Kitchen Floor Plans
	.05	Bathroom Floor Plans
	.06	Rough-In for Kitchen Sink
	.07	Rough-In for Lavatory
	.08	Rough-In for Water Closet Combination
	.09	Rough-In for Bathtub with Shower
	.10	Fundamentals of Isometric Drawing
	.11	Aids to Drawing Isometric Pipe Diagrams
	.12	Dimensioning Isometric Drawings
	.13	Waste and Vent for Kitchen Sink
	.14	Waste and Vent for Two Lavatories
	.15	Three Lavatories to a Single Stack
	.16	Soil Stack, Waste and Vent Piping for Water Closet and Lavatory
	.17	Three-Fixture Bath on One Wall
	.18	Bathroom Fixtures on Opposite Wall

Course	Unit	LAP	
		19	Four-Fixture Bath
		20	Two Bathrooms: Back to Back
		21	Bathroom and Kitchen Fixtures into One Stack
		22	The Wall-Hung Toilet
		23	Men's Toilet Room - Slab on Grade
		24	Visualizing the House
		25	Sewage Disposal System
		26	The House Drain
		27	The Waste Stack and Vent Piping
		28	The Soil Stack and Vent Piping
		29	Hot and Cold Water Piping in the Basement
		30	Water Piping to Kitchen and Laundry and to the Bathroom
		31	Gas Piping
		32	Plot Plans and the Engineer's Scale
		33	An Overall Picture of the Building
		34	Elevations and the Plumbing Installation
		35	The House Drain
		36	Soil Stack, Waste and Vent Piping
		37	Hot and Cold Water Piping
		38	Gas Piping
		39	Continued Practice in Blueprint Reading

CURRICULUM AREA 74: Heating Systems Serviceman

Course .01 contains the methods of heating residential buildings by gas or oil fired hot air furnaces and hydronic boilers. The heating systems serviceman will be able to describe, explain, troubleshoot, adjust, repair or replace, and rewire the components of these heating systems.

Support is received from Curriculum Area 79: Draftsman in blueprint reading.

NOTE: Curriculum Area 76: Appliance Serviceman is a prerequisite to this curriculum area.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 74

HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

DATE 1-8-75

Unit	LAP	
		Heating Systems and Servicing
.01		Heating Systems Fundamentals
	.01	Heat Energy
	.02	Transfer of Heat
	.03	Air Flow and Static Pressure
	.04	Blowers, Motors and Filters
	.05	Basic Furnace Controls
	.06	Gas Furnaces
	.07	Gas Furnace Schematic Wiring Diagram
	.08	Series, Parallel, and Series Parallel Heating Circuits
	.09	The Forced Air Gas Furnace
.02		Gas Heating Systems and Servicing
	.01	Blower Speed Adjustment
	.02	Ventilation and Combustion Air
	.03	Gas Furnace Fundamentals
	.04	Gas Power Burners
	.05	Basic Gas Control Adjustments
	.06	Flue Gas Analysis
	.07	Airflow Patterns
	.08	Furnace Types
	.09	Static Pressure and Air Velocity
	.10	Servicing Gas Controls
	.11	Air Distribution System
	.12	Forced Air Duct System
	13	Balancing a Forced Air System
	.14	Flame Safety Devices
	.15	Remote Mounted Thermostat
	.16	Temperature Control
	.17	Relative Humidity
	.18	Water Heater Service
03		Oil Heating Systems and Servicing
	.01	Oil Combustion and Draft Regulation

Course	Unit	LAP	
		.02	Oil Flue Gas Analysis
		.03	Troubleshooting Oil Heating System Safety Controls
		.04	Oil Furnace Schematic Wiring Diagrams
		.05	Servicing Hydronic Distribution Systems
		.06	Servicing Hydronic Heating Systems Controls

SUPPORT FROM DRAFTSMAN TO HEATING SYSTEMS SERVICEMAN

Course	Unit	LAP	
.02			Blueprint Reading
	.02		Introduction to Building Trades
			Blueprint Reading
		01	Introduction
		02	The Working Drawing
		03	Placement of Views
		04	Dimensioning a Working Drawing
		05	Invisible Edges
		06	Circles and Arcs
		07	Views in Section
		08	Tools for Sketching
		09	Sketching Straight Lines
		10	Sketching Circles, Arcs, Irregular Shapes
		11	Making a Working Sketch
		12	Isometric Sketching
		13	Sketching Angles in Isometric
		14	Dimensioning an Isometric Sketch
		15	Sketching Circles and Arcs in Isometric
		16	Sketching an Irregular Shape in Isometric

Curriculum Area: 74

HEATING SYSTEMS SERVICEMAN

Job Title:

HEATING SYSTEMS SERVICEMAN

DATE 1-8-75

Unit	LAP	
	.17	Oblique Projection
	.18	Structural Members of a Frame Structure
	.19	Roof Framing Members
	.20	Frame Building
	.21	Doors, Windows, and Exterior Walls
	.22	Framing Plans and Elevations
	.23	Rough Openings, Roofs and Roof Framing
	.24	Plans, Elevations and Sections
	.25	Details and Sections
	.26	Piers and Floors
	.27	Windows, Lintels and Doors
	.28	Wall Plates, Roofs and Rafters
.05		Blueprint Reading for Sheet Metal
	.01	Inch Rules and Fractional Divisions
	.02	Inch Rule and Decimal Divisions
	.03	Architectual Scale
	.04	The Protractor
	.05	The Dividers
	.06	Competency Test
	.07	Orthographic Projection
	.08	Architectural Drawings
	.09	Sheet Metal Drawing
	.10	Architectural Drafting Symbols
	.11	Plumbing Symbols
	.12	Electrical Symbols
	.13	Welding Symbols
	.14	Sheet Metal Symbols
	.15	Shop Methods
	.16	Material
	.17	Estimating Methods
	.18	Sheet Metal Fittings
	.19	Roofing and Flashing

Course	Unit	LAP	
		.20	Gutters, Downspouts and Ventilators
		.21	Metal Decking
		.22	Vee Belt Guard-Removable Cover-Junction Box
		.23	Warm-Air Heating Systems
		.24	Heating Plans
		.25	Project Home-Residential Home
		.26	Ventilation Systems
		.27	Industrial Ventilation System
		.28	Multizone Ventilation Systems
		.29	Air-Conditioning Systems
		.30	A Multiduct Air-Conditioning System
		.31	A Motel Air-Conditioning System
		.32	Exhaust Systems
		.33	Grinding Exhaust-Sash and Door G

CURRICULUM AREA 75: Refrigeration/Cooling Systems Serviceman

The Refrigeration/Cooling Systems Serviceman Course includes the fundamentals of refrigeration, the operation of multiple evaporator units and domestic air conditioning units. Students will be trained to troubleshoot refrigeration systems and all the component parts using the necessary tools and equipment and make any necessary repairs or replacements by evacuating, charging, leak testing and being able to braze, solder, silver-solder or flare the copper pipe and fitting or other parts that may be joined or repaired in this manner. Serviceman will service new or existing units but his training will not include major installations.

NOTE: Curriculum Area 76: Appliance Serviceman is a prerequisite to this curriculum area.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 75

REFRIGERATION/COOLING SYSTEMS SERVICEMAN

Job Title: Refrigeration/Cooling Systems Serviceman

DATE 1-8-75

Unit	LAP	
		Refrigeration/Cooling Systems
.01		Refrigeration System
	.01	Heat and Temperature
	.02	Simple Refrigerator
	.03	Major Refrigeration Components
.02		Evacuating, Charging and Leak Testing Refrigeration Systems
	.01	Evacuating of the Refrigeration Systems
	.02	Charging the Refrigeration System
	.03	Checking Refrigeration System for Leaks
.03		Fundamentals of Refrigeration and Controls
	.01	Fundamentals of a Cooling System
	.02	The Capillary Tube System
	.03	Automatic Expansion Valve
	.04	Thermostatic Expansion Valve
	.05	Control Systems (Thermostats)
.04		Domestic Refrigeration and Controls
	.01	Parts Ordering
	.02	Brazing, Silver Soldering, Soldering and Flaring
	.03	Heat Pump
	.04	Hermetic Compressor
	.05	Testing Hermetic Compressor Electrical Parts
	.06	Testing Hermetic Compressor and Component Parts
	.07	Installing Service Valves
	.08	Hermetic System Troubleshooting and Compressor Replacement Procedures
	.09	Adding Oil-Filter Dryer

Course	Unit	LAP	
		.10	Schematic Wiring
		.11	Simple Multiple Evaporator System
	.05		Residential/Commercial Refrigeration Systems
		.01	Solenoid and Pressure Valves
		.02	The Heat Exchanger
		.03	Central Cooling Systems Installation and Controls
		.04	Remote Mounted Thermostat
	.06		Troubleshooting an Air Conditioner Unit with Electrical Malfunctions
		.01	Troubleshooting Central Air Conditioning

CURRICULUM AREA 76: Appliance Serviceman

Covers information and skills needed to repair heater type and motor operated household appliances. Much of the troubleshooting and repair is on actual malfunctioning appliances. Emphasis is on the operation, identification of components, service and repair of the major motor operated appliances. Support is received from Curriculum Area 77: Radio & Television Serviceman on circuitry, and from Curriculum Area 78: Electric Motor Repairman on electric motor fundamentals, and from Curriculum Area 75: Refrigeration/Cooling Systems Serviceman.

Appliance Serviceman is a prerequisite to Curriculum Area 74: Heating Systems Serviceman, and Curriculum Area 75: Refrigeration/Cooling Systems Serviceman, and Curriculum Area 78: Electric Motor Repairman.

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 76

APPLIANCE SERVICEMAN

Job Title:

APPLIANCE SERVICEMAN

DATE 1-8-75

Course	Unit	LAP	
			Heater-Type Appliances
	.01		Irons
		.01	Operation of an Electric Iron
		.02	Disassembly of an Electric Iron
		.03	Diagnosis of Malfunctions in an Electric Iron
		.04	Repair, Service and Reassembly of an Electric Iron
		.05	Ordering from a Parts Catalog
	.02		Roasters
		.01	Operation of Roaster
		.02	Disassembly of Roaster
		.03	Diagnosis of Malfunctions in a Roaster
		.04	Repair, Service and Reassembly of a Roaster
	.03		Space Heaters
		.01	Operation of Electric Space Heaters
		.02	Disassembly of Electric Space Heaters
		.03	Diagnosis of Malfunctions in an Electric Space Heater
		.04	Repair, Service and Reassembly of Electric Space Heaters
	.04		Water Heaters
		.01	Operation of Electric Water Heaters
		.02	Disassembly of Electric Water Heaters
		.03	Diagnosis of Malfunctions in an Electric Water Heater
		.04	Repair, Service and Reassembly of Electric Water Heaters
		.05	Operation of Gas Water Heaters
		.06	Disassembly of Gas Water Heaters
		.07	Diagnosis of Malfunctions in a Gas Water Heater
		.08	Repair, Service and Reassembly of Gas Water Heaters
	.05		Electric Ranges
		.01	Operation of Electric Ranges
		.02	Disassembly of Electric Ranges
		.03	Diagnosis of Malfunctions in Electric Ranges
		.04	Repair, Service and Reassembly of Electric Ranges
	.06		Gas Ranges
		.01	Operation of Gas Ranges
		.02	Disassembly of Gas Ranges
		.03	Diagnosis of Malfunctions in Gas Ranges
		.04	Repair, Service and Reassembly of Gas Ranges
.02			Motor-Operated Appliances
	.01		Mixers and Blenders
		.01	Operation of Electric Food Mixers
		.02	Disassembly of Electric Food Mixers
		.03	Diagnosis of Malfunctions in Electric Food Mixers
		.04	Repair, Service and Reassembly of Electric Food Mixers
		.05	Operation of Electric Blenders
		.06	Disassembly of Electric Blenders
		.07	Diagnosis of Malfunctions in Electric Blenders

Curriculum Area: 76

APPLIANCE SERVICEMAN

Job Title:

APPLIANCE SERVICEMAN

	LAP	
	.08	Repair, Service and Reassembly of Electric Blenders
.02		Vacuum Cleaners and Floor Polishers
	.01	Operation of Electric Vacuum Cleaners
	.02	Disassembly of Electric Vacuum Cleaners
	.03	Diagnosis of Malfunctions in Electric Vacuum Cleaners
	.04	Repair and Reassembly of Electric Vacuum Cleaners
	.05	Operation of Electric Floor Polishers
	.06	Disassembly of Electric Floor Polishers
	.07	Diagnosis of Malfunctions in Electric Floor Polishers
	.08	Repair and Reassembly of Electric Floor Polishers
.03		Washing Machines
	.01	Operation of Electric Washing Machines
	.02	Disassembly of Electric Washing Machines
	.03	Diagnosis of Malfunctions in Electric Washing Machine
	.04	Repair, Service and Reassembly of Electric Washing Machine
.04		Garbage Disposals
	.01	Operation of Garbage Disposals
	.02	Disassembly of Garbage Disposals
	.03	Diagnosis of Malfunctions of Garbage Disposals
	.04	Repair and Reassembly of Garbage Disposals

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Course	Unit	LAP	
	.05		Clothes Dryers
		.01	Operation of Electric Clothes Dryer
		.02	Disassembly of Electric Clothes Dryer
		.03	Diagnosis of Malfunctions in Electric Clothes Dryers
		.04	Repair and Reassembly of Electric Clothes Dryer
		.05	Operation of Gas Clothes Dryer
		.06	Disassembly of Gas Clothes Dryer
		.07	Diagnosis of Malfunctions in Gas Clothes Dryers
		08	Repair and Reassembly of Gas Clothes Dryers
	06		Dishwashers
		01	Operation of Electric Dishwashers
		02	Disassembly of Electric Dishwashers
		03	Diagnosis of Malfunctions in Electric Dishwashers
		04	Repair and Reassembly of Electric Dishwashers
	07		Compactor
		01	Operation of Compactor
		02	Disassembly of Compactor
		03	Diagnosis of Malfunctions in Compactor
		04	Repair and Reassembly of Compactor

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	Unit	LAP	
			SUPPORT FROM REFRIGERATION/ COOLING SYSTEMS TO APPLIANCE SERVICEMAN
			Refrigeration/Cooling Systems
	.01		Refrigeration System
		.01	Heat and Temperature
		.02	Simple Refrigerator
		.03	Major Refrigeration Components
	.02		Evacuating, Charging and Leak Testing Refrigeration Systems
		.01	Evacuating of the Refrigeration Systems
		.02	Charging the Refrigeration System
		.03	Checking Refrigeration System for Leaks
	.03		Fundamentals of Refrigeration and Controls
		.01	Fundamentals of a Cooling System
		.02	The Capillary Tube System
		.03	Automatic Expansions Valve
		.04	Thermostatic Expansion Valve
		.05	Control Systems (Thermostats)
			SUPPORT FROM RADIO & TELEVISION SERVICEMAN TO APPLIANCE SERVICEMAN
			DC Circuits
	.01		Current
		.01	The Electron
		.02	Electron Movement

Course	Unit	LAP	
		.03	Current Flow
		.04	Measurement of Current
		.05	The Ammeter
	.02		Voltage
		.01	Electromotive Force and Voltage
		.02	The Battery
		.03	Measuring Voltage
	.03		Resistance
		.01	Characteristics of Resistance
		.02	Resistors
		.03	Resistor Codes and Values
		.04	The Ohmmeter
	.04		Measuring Voltage and Current in Series Circuits
		.01	Measuring Current in a Series Circuit
		.02	Measuring Voltage in a Series Circuit
		.03	Measuring DC Voltage with a Multimeter
	.05		Relationships of Current, Voltage and Resistance
		.01	Relationship of Current to Voltage and Resistance
		.02	The Ohm's Law Formula
		.03	Power
		.04	Internal Resistance
		.05	Troubleshooting Series Circuits
	.06		Parallel Circuits
		.01	Voltage and Current
		.02	Resistance and Power

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Course	Unit	LAP	
		.03	Troubleshooting Parallel Circuits
		.04	Variational Analysis
	.07		Series Parallel Circuits
		.01	Complex Circuits
		.02	Voltage Reference
		.03	Voltage Dividers
	.08		Magnetism and Electromagnetics
		.01	Magnetism
		.02	Electromagnetism
		.03	Electromagnetic Induction
		.04	Induction, Inductance and Inductors
	.09		Mutual Induction and RL Circuits
		.01	Mutual Induction
		.02	RL Circuits
		.03	RL Time Constant
	.10		Capacitance
		.01	The Capacitor
		.02	Capacitance
		.03	Capacitance Calculations
		.04	RC Time Constant
2			AC Circuits
	.01		Introduction to AC
		.01	Generating AC Voltage
		.02	AC and DC Generators
	.02		Relationships
		.01	Inductive Reactance
		.02	Inductive Phase Relationships
		.03	Capacitive Reactance
		.04	Voltage and Impedance

Course	Unit	LAP	
		.05	Power in AC Circuits
	.03		The Transformer
		.01	Transformer Operation and Construction
		.02	Transformer Theory
		.03	Turns Ratio and Power
		.04	Practical Transformer
			SUPPORT FROM ELECTRIC MOTOR REPAIRMAN TO APPLIANCE SERVICEMAN
.01			Electric Motor Repair
	.01		Electric Motor Fundamentals
		.01	Electromagnet
		.02	The Moving Coil
		.03	Electric Motor Operational Theory
		.04	Motor Construction
		.05	Types of Motors

CURRICULUM AREA 77: Radio & Television Serviceman

The first half of the curriculum area covers theory and application of circuitry both AC and DC, basic radio theory and assembly. The second half presents theory and troubleshooting procedures for black and white and color televisions. Practical application of troubleshooting procedures is included for each section.

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RADIO AND TELEVISION SERVICEMAN

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	Unit	LAP	
1			DC Circuits
	.01		Current
		.01	The Electron
		.02	Electron Movement
		.03	Current Flow
		.04	Measurement of Current
		.05	The Ammeter
	.02		Voltage
		.01	Electromotive Force and Voltage
		.02	The Battery
		.03	Measuring Voltage
	.03		Resistance
		.01	Characteristics of Resistance
		.02	Resistors
		.03	Resistor Codes and Values
		.04	The Ohmmeter
	.04		Measuring Voltage and Current in Series Circuits
		.01	Measuring Current in a Series Circuit
		02	Measuring Voltage in a Series Circuit
		03	Measuring DC Voltage with a Multimeter
	05		Relationships of Current, Voltage and Resistance
		01	Relationship of Current to Voltage and Resistance
		02	The Ohm's Law Formula
		03	Power
		04	Internal Resistance
		05	Troubleshooting Series Circuits

Course	Unit	LAP	
	.06		Parallel Circuits
		.01	Voltage and Current
		.02	Resistance and Power
		.03	Troubleshooting Parallel Circuits
		.04	Variational Analysis
	.07		Series Parallel Circuits
		.01	Complex Circuits
		.02	Voltage Reference
		.03	Voltage Dividers
	.08		Magnetism and Electromagnetics
		.01	Magnetism
		.02	Electromagnetism
		.03	Electromagnetic Induction
		.04	Induction, Inductance and Inductors
	.09		Mutual Induction and RL Circuits
		.01	Mutual Induction
		.02	RL Circuits
		.03	RL Time Constant
	.10		Capacitance
		.01	The Capacitor
		.02	Capacitance
		.03	Capacitance Calculations
		.04	RC Time Constant
.02			AC Circuits
	.01		Indroduction to AC
		.01	Generating AC Voltage
		.02	AC and DC Generators
	.02		Relationships
		.01	Inductive Reactance
		.02	Inductive Phase Relationships
		.03	Capacitive Reactance
		.04	Voltage and Impedance
		.05	Power in AC Circuits

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RADIO AND TELEVISION SERVICEMAN

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Unit	LAP	
.03		The Transformer
	.01	Transformer Operation and Construction
	.02	Transformer Theory
	.03	Turns Ratio and Power
	.04	Practical Transformer
.04		Power Supplies
	.01	Semiconductor Rectifier
	.02	Power Supply Filters
.05		Computations
	.01	Vectors
	.02	Rectangular and Polar Notation
.06		Series Resistive Reactive Circuits
	.01	Variational Analysis of Series RL Circuits
	.02	RL Filter Circuits
	.03	Series RC Circuits
	.04	Series RLC Circuits
.07		Series Resonance
	.01	Series Resonance
	.02	Current Behavior and Resonance
.08		Parallel Resistive Reactive Circuits
	.01	Parallel RL Circuits
	.02	Variational Analysis of Parallel RL Circuits
	.03	Parallel RC and RLC Circuits
	.04	Parallel Resonance
	.05	Practical RL Circuits
		Basic Radio Theory and Component Assembly
.01		Introduction to Radio
	.01	Soldering Techniques

Course	Unit	LAP	
		.02	Radio Transmission
		.03	Signal Characteristics
		.04	Constructing Long-Wire Receiving Antenna
	.02		Crystal Detectors
		.01	Functions of Radio Receivers
		.02	Crystal Diode Rectifiers
		.03	Detector Circuits
		.04	Building a Radio Signal Detector
		.05	Tuned Circuits
		.06	Building a Tuned Circuit for Radio Signals
		.07	Vacuum Tube Diodes
		.08	Building a Vacuum Tube Signal Detector
	.03		Regenerative Receivers
		.01	Vacuum Tube Triodes
		.02	Building a Vacuum Tube Amplifier
		.03	Detector-Amplifiers
		.04	Building a Detector-Amplifier
		.05	Regenerative Feedback
		.06	Building a Regenerative Detector-Amplifier
	.04		The Radio Power Supply Section
		.01	Permanently Soldered Electrical Connections
		.02	Transformers
		.03	Transformer Coupler
		.04	Radio Power Supplies
		.05	Building and Radio Power Supply
	.05		The Radio-Audio Section
		.01	Vacuum Tube Amplifiers
		.02	Building Audio Amplifiers

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RADIO AND TELEVISION SERVICEMAN

Job Title:

RADIO AND TELEVISION SERVICEMAN

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Course	Unit	LAP	
		.03	Audio-Amplifier Functions
		.04	Testing the Audio-Amplifier
		.05	Detector Circuit Functions
		.06	Building a Detector Circuit
	.06		The Radio RF Section
		.01	Radio RF Section Function
		.02	Building an RF Amplifier
		.03	Oscillator Functions
		.04	Testing an Oscillator Circuit
	.07		Superheterodyne Receivers
		.01	Converter Circuit Functions
		.02	Building a Superheterodyne Receiver
		.03	Receiver Alignment
		.04	Aligning a Superheterodyne Receiver
		.05	Short-Wave Signals
		.06	Building a Short-Wave Band and BFO
			Television Repair
	.01		Introduction to/and Block Diagrams of Television
		.01	Introduction to Television
		.02	The Television Set Block Diagrams
		.03	Block Diagram of B/W Set
		.04	Terminology of Block Diagrams of B/W Set
	.02		Television Audio Section Troubles
		.01	Audio Section Failures
		.02	Black and White Trouble
		.03	Sound Video and Raster Symptoms
		.04	Black/White Audio Section Problems
		.05	The Sound I-F Section
		.06	Sound Troubles
		.07	Isolating Sound Troubles
		.08	Diagnosing Sound Troubles
	.03		Television Video Section Troubles
		.01	Television Picture Tubes
		.02	Normal Sound - No Video
		.03	Symptoms of Normal Sound but No Video
		.04	Diagnosing Normal Sound-No Video
		.05	Troubleshooting Video Failures
		.06	No Sound, No Video, Raster Normal
		.07	Symptoms of No Sound, No Video, Raster Normal
		.08	Diagnosing No Sound, No Video, Raster Normal
		.09	Picture I-F Problems
		.10	I-F Amplifier Troubles
		.11	A Defective I-F Amplifier
		.12	Diagnosing I-F Amplifier Troubles
		.13	Tuner Troubles
		.14	Identifying Tuner Problems
		.15	A Defective Tuner
		.16	Diagnosing Tuner Troubles
	.04		Television AGC Troubles
		.01	Automatic Gain Control
		.02	AGC Problems
		.03	Symptoms of Automatic Gain Control Problems
		.04	Diagnosing AGC Troubles
		.05	Audio and Video Stage Problems
		.06	Symptoms of Audio and Video Stage Troubles

Curriculum Area: 77

RADIO AND TELEVISION SERVICEMAN

Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

Unit	LAP	
	.07	Diagnosing Audio/Video Section Failures
	.08	Diagnosing Audio Section Failures
	.09	Diagnosing Video Section Failures
	.10	Troubleshooting with an Oscilloscope
	.11	Viewing TV Waveforms on an Oscilloscope
.05		Television Sweep Section Troubles
	.01	The Sync Section
	.02	Sync Separator Failure
	.03	Symptoms of Sync Separator Troubles
	.04	Diagnosing Sync Separator Troubles
	.05	Televison Sync Problems
	.06	Loss of Vertical Sync
	.07	Symptoms of Vertical Sync Troubles
	.08	Diagnosing Vertical Sync Troubles
	.09	The Horizontal Sync
	.10	Loss of Horizontal Sync
	.11	Symptoms of Horizontal Sync Troubles
	.12	Diagnosing Horizontal Sync Troubles
	.13	Picture Sweep Failure
	.14	Loss of Vertical Sweep
	.15	Symptoms of Vertical Sweep Troubles
	.16	Diagnosing Vertical Sweep Troubles
	.17	Audio/Video/Sweep Section Troubles

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Course	Unit	LAP	
		.18	Symptoms of Audio/Video/Sweep Section Troubles
		.19	Diagnosing Sweep Section Troubles
		.20	Diagnosing Audio/Video/Sweep Section Troubles
	.06		Television High Voltage and Power Supply Troubles
		.01	Loss of the Raster
		.02	High Voltage Failure
		.03	Symptoms of High Voltage Failure
		.04	Diagnosing High Voltage Failure
		.05	Low-Voltage Power-Supply Troubles
		.06	Low-Voltage Failure
		.07	Symptoms of Low-Voltage Failure
		.08	Diagnosing Low-Voltage Failure
		.09	Television Set Adjustments
		.10	Television Control Troubles
		.11	Diagnosing Television Control Troubles
		.12	Audio/Video/Sweep/Power Supply Circuit Troubles
		.13	Symptoms of Audio/Video/Sweep/Power Supply Circuit Troubles
		.14	Diagnosing Audio/Power Supply Troubles
		.15	Diagnosing Video/Power Supply Troubles
		.16	Diagnosing Sweep/Power Supply Troubles
	07		Introduction to Color Television
		01	The Color Television System
		02	Color Mixing
		03	Adjusting Color Television Controls

Curriculum Area: 77

RADIO AND TELEVISION SERVICEMAN

Job Title:

RADIO AND TELEVISION SERVICEMAN

DATE 1-9-75

	Unit	LAP	
		.04	The Color Set Block Diagram
		.05	Color Section Circuitry
		.06	Observing Color Patterns
		.07	Residual Magnetism
		.08	Degaussing the Set
		.09	Degaussing Procedures
		.10	Diagnosing Need for Degaussing
		.11	Adjusting Picture-Tube Purity
		.12	Purity Setup
		.13	Purity Adjustment Procedures
		.14	Diagnosing Need for Purity Adjustment
		.15	Static Convergence
		.16	Static Convergence Adjustments
		.17	Static Convergence Procedures
		.18	Diagnosing Need for Static Convergence
		.19	Dynamic Convergence
		.20	Dynamic Convergence Adjustments
		.21	Dynamic Convergence Procedures
		.22	Diagnosing Need for Dynamic Convergence
		.23	Adjusting the Gray-Scale
		.24	Gray-Scale Controls
		.25	Procedures for Adjusting the Gray-Scale
		.26	Diagnosing Need for Adjusting the Gray-Scale
		.27	Color Television Setup
		.28	Color Setup Procedures
		.29	Performing Color Setup
	.08		Television Color Section Troubles
		.01	Identifying Color Troubles
		.02	Symptoms of Color Troubles
		.03	Identifying Color Section Blocks
		.04	Symptoms of Color Section Failure

Course	Unit	LAP	
		.05	Diagnosing Chroma Section Trouble
		.06	Diagnosing Color Section Failures
		.07	Troubleshooting Color Problems
		.08	Loss of One Color
		.09	Symptoms of Loss of One Color
		.10	Diagnosing Loss of One Color
		.11	Conditions Causing Loss of Color
		.12	Loss of Color
		.13	Symptoms of No Color
		.14	Diagnosing Loss of Color
		.15	Conditions Causing One Excessive Color
		.16	One Excessive Color
		.17	Symptoms of One Excessive Color
		.18	Diagnosing One Excessive Color
		.19	No Color Sync
		.20	Symptoms of No Color Sync
		.21	Diagnosing No Color Sync
	.09		Television Troubleshooting Summary
		.01	Special Receiver Features
		.02	Identifying Special Receiver Features
		.03	Troubleshooting Summary
		.04	Localizing TV Troubles
		.05	Symptoms Indicating Location of TV Troubles
		.06	Diagnosing Three Television Sets

CURRICULUM AREA 78: Electric Motor Repairman

Curriculum Area 78 deals with the theory and repair of various kinds of electric motors. It provides practical information for servicing, diagnosing, ordering, repairing and replacing components for AC/DC motors and generators.

NOTE: Curriculum Area 76: Appliance Serviceman is a prerequisite to this curriculum area.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 78

ELECTRIC MOTOR REPAIRMAN

Job Title:

Electric Motor Repairman

DATE 1/9/75

Course	Unit	LAP	
1			Electric Motor Repair
	.01		Electric Motor Fundamentals
		.01	Electromagnet
		.02	The Moving Coil
		.03	Electric Motor Operational Theory
		.04	Motor Construction
		.05	Types of Motors
	.02		Rewinding
		.01	Taking Data for the Motor
		.02	Stripping the Stator and Windings
		.03	Insulating Stator and Windings
		.04	Winding Stator Coils
		.05	Winding Field Coils
		.06	Baking and Varnishing
	.03		Split-Phase Induction Motors
		.01	Work Order
		.02	Operation of the Split-Phase Induction Motor
		.03	Split-Phase Induction Motor Construction
		.04	Troubleshooting Split-Phase Induction Motors
		.05	Repairing Split-Phase Induction Motors
	.04		Capacitor Motors
		.01	Operation of the Capacitor Motor
		.02	Capacitor Motor Construction
		.03	Troubleshooting Capacitor Motors
		.04	Repairing Capacitor Motors
	.05		Repulsion Motors
		.01	Operation of the Repulsion Motor
		.02	Repulsion Motor Construction
		.03	Troubleshooting Repulsion Motors
		.04	Repairing Repulsion Motors
	.06		Polyphase Motors
		.01	Operation of the Polyphase Motor
		.02	Polyphase Motor Construction
		.03	Troubleshooting Polyphase Motors
		.04	Repairing Polyphase Motors
	.07		Direct-Current Motors and Generators
		.01	Operation of the Direct-Current Motor
		.02	Direct-Current Motor Construction
		.03	Troubleshooting Direct-Current Motors
		.04	Repairing Direct-Current Motors
		.05	Operation of the Generator
		.06	Generator Construction
		.07	Troubleshooting Generators
		.08	Repairing Generators
	.08		Universal and Shaded Pole Motors
		.01	Operation of the Universal Motor
		.02	Universal Motor Construction
		.03	Troubleshooting Universal Motors
		.04	Repairing Universal Motors
		.05	Operation of the Shaded Pole Motor
		.06	Shaded Pole Motor Construction
		.07	Troubleshooting Shaded Pole Motors
		.08	Repairing Shaded Pole Motors

CURRICULUM AREA 79: Draftsman

The Draftsman Curriculum Area contains two courses. Course .01 is the basic drawing course which covers the fundamentals of mechanical drawing. It includes lettering, sketching, instrument useage, geometric construction, dimensioning, and multi-view projection. The second course, Blueprint Reading, is designed for support to Curriculum Area 70: Carpenter, Curriculum Area 73: Plumber, and Curriculum Area 74: Heating Systems Serviceman. Blueprint reading is designed to introduce the student to the techniques for obtaining information from blueprints.

Mountain-Plains Education & Economic Development Program, Inc.

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Unit	LAP	
		Basic Drawing
.01		Mechanical Drawing
	.01	Identify Drawing Leads and Line Weights
	.02	Mounting Paper on a Drawing Board
	.03	Drawing Horizontal Lines
	.04	Drawing Vertical Lines
	.05	Using the Engineer's Scale
	.06	Centering Two-View Drawings
	.07	Centering Three-View Drawings
	.08	Inking Techniques
	.09	Precedence of Lines
	.10	Apply Basic Mechanical Drawing Techniques
.02		Lettering
	.01	Free Hand Lettering
	.02	Use of AMES Lettering Instrument
	.03	Lettering Using Mechanical Lettering Instruments
.03		Geometric Construction
	.01	Divide a Line into Equal Parts
	.02	Bisecting a Line
	.03	Enlarge a Drawing Using the Diagonal Method
	.04	Bisect a Given Angle Using the Geometric Construction Method
	.05	Copy a Given Angle to a New Location Using the Geometric Construction Method
	.06	Construct a Triangle with Three Given Sides Using the Geometric Construction Method
	.07	Draw an Equilateral Triangle Using the Compass Method

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Course	Unit	LAP	
		.08	Draw an Equilateral Triangle Using the Triangle Method
		.09	Draw a Square Using the Triangle Method
		.10	Draw a Square Using the Compass Method
		.11	Inscribe a Square in a Given Circle Using the Triangle Method
		.12	Inscribe a Square in a Given Circle
		.13	Circumscribe a Square About a Given Circle Using the Triangle Method
		.14	Circumscribe a Square About a Given Circle Using the Compass Method
		.15	Inscribe a Pentagon in a Given Circle Using the Divider Method
		.16	Inscribe a Pentagon Using Geometric Construction
		.17	Inscribe a Hexagon in a Given Circle Using the Compass Method
		.18	Circumscribe a Hexagon About a Given Circle Using the Triangle Method
		.19	Construct a Hexagon with One Side Given
		.20	Circumscribe an Octagon About a Given Circle
		.21	Inscribe an Octagon in a Given Circle
		.22	Inscribe an Octagon in a Given Square
		.23	Lay Off a Given Arc on a Given Line
		.24	Draw a Circle Through Three Given Points

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

	Unit	LAP	
		.25	Draw a Line Tangent to a Given Circle at a Point On the Circle
		.26	Draw an Arc Tangent to a Given Arc and Line
		.27	Draw an Arc Tangent to Two Intersecting Lines
		.28	Draw an Arc Tangent to Two Given Arcs
		.29	Draw an Ellipse Using the Trammel Method
		.30	Draw an Ellipse Using the Concentric Circle Method
		.31	Drawing an Ellipse Using Compass Method
		.32	Draw Two Objects Applying the Technique of Geometric Construction
	.04		Sketching and Shape Description
		.01	Add Missing Lines to Given Problems
		.02	Add Missing Views to Given Problems
		.03	Draw Top, Front and Right End Views of Various Objects
		.04	Construct an Isometric Drawing of Rectilinear Objects
		.05	Construct an Isometric Drawing of Cylindrical Objects
		.06	Construct an Isometric Drawing of Objects with Major Holes and/or Curves
	.05		Multiview Projection
		.01	Drawing a Multiview Projection o a Guide Base
		.02	Drawing a Multiview Projection o a Holder Base

Course	Unit	LAP	
		.03	Drawing a Multiview Projection of a Bearing Cap
		.04	Drawing a Multiview Projection of a Wedge Base
	.06		Dimensioning
		.01	Draw and Dimension a Safety Key
		.02	Draw and Dimension a Door Bearing
		.03	Draw and Dimension a Centering Wedge
		.04	Draw and Dimension a Holder Clip
	.07		Section Views
		.01	Draw the Various Section Views of Cylindrical Objects
		.02	Draw the Various Section Views of Machined Objects
		.03	Draw the Various Section Views of a Control Arm
		.04	Draw the Various Section Views of a Tool Frame
		.05	Draw the Various Section Views of a Lift Bracket
		.06	Draw the Various Section Views of a Discharge Lock Housing
		.07	Draw the Indicated Section View of a Stabilizer Bracket
		.08	Draw the Various Section Views of a Slotted Disc
	.09		Auxiliary Views
		.01	Sketching Auxiliary Views of Geometric Construction Objects
		.02	Drawing Auxiliary View of Geometric Construction Objects

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Unit	LAP	
	.03	Drawing Auxiliary Views of Machined Objects
	.04	Drawing Auxiliary and Front Views of a Cable Bracket
.11		Pictorial Drawings
	.01	Draw Isometric Working Drawings of a Machined Object
	.02	Draw a Cavalier Working Drawing of a Machined Object
	.03	Draw a Cabinet Working Drawing of a Machined Object
	.04	Draw a One-Point Perspective of a Machined Object
.13		Intersections and Developments
	.01	Lay Out and Construct a Prism
	.02	Lay Out and Construct a Square Pipe Intersection
	.03	Lay Out and Construct a Rectangular Pipe Off-Set
	.04	Lay Out and Construct an Octagonal Stack Intersecting a Roof Flange
	.05	Lay Out and Construct a Round Pipe Joint
	.06	Lay Out and Construct a Funnel
	.07	Lay Out and Construct a Transition Piece with Square Ends
.14		Working Drawings
	.01	Prepare Detail Drawings of Assigned Object
	.02	Prepare Unit Assembly Drawing of Assigned Object
	.03	Prepare Exploded View Drawing of Assigned Object

Course	Unit	LAP	
		.04	Prepare Assembly Working Drawing of Assigned Object
		.05	Prepare Elevation and Lay Out Drawing of Assigned Object
		.06	Prepare Bill of Materials
			SUPPORT FROM DRAFTSMAN TO CARPENTER
.02			Blueprint Reading
	.02		Introduction to Building Trades Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawing
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Section
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles in Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.17	Oblique Projection
		18	Structural Members of a Frame Structure
		19	Roof Framing Members
		20	Frame Buildings
		21	Doors, Windows and Exterior Walls

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP	
		.22	Framing Plans and Elevations
		.23	Rough Openings, Roofs and Roof Framing
		.24	Plans, Elevations and Sections
		.25	Details and Sections
		.26	Piers and Floors
		.27	Windows, Lintels and Doors
		.28	Wall Plates, Roofs and Rafters
	.03		Blueprint Reading for Carpentry
		.01	Specifications
		.02	Dimensions
		.03	Scale and the Working Drawings
		.04	Elevation Drawings
		.05	Wall Sections - Elevators
		.06	Interpreting the Elevation Drawings (Review)
		.07	The Plot Plan
		.08	Foundation Drawings
		.09	Plan Symbols and Indications
		.10	Schedules
		.11	Interpreting the Basement Plan (Review)
		.12	Floor Frame Plan
		.13	The Floor Plan
		.14	Interpreting the Floor Plan (Review)
		.15	Roof Frame Plan
		.16	Details - Cornice
		.17	Details - Walls
		.18	Details - Windows and Doors
		.19	Details - Dormer and Louvers
		.20	Details - Stairs
		.21	Details - Fireplace
		.22	Details - Cabinets
		.23	Interpreting the Detail Drawings (Review)
		.24	Quantity and Material Lists

Course	Unit	LAP	
			SUPPORT FROM DRAFTSMAN TO ELECTRICAL WIREMAN
.02			Blueprint Reading
	.02		Introduction to Building Trades Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawing
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Sections
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles in Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.16	Sketching an Irregular Shape in Isometric
		.17	Oblique Projection
		.18	Structural Members of a Frame Structure
		.19	Roof Framing Members
		.20	Frame Buildings
		.21	Doors, Windows and Exterior Walls
		.22	Framing Plans and Elevations
		.23	Rough Openings, Roofs and Roof Framing

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

	Unit	LAP	
		.24	Plans, Elevations and Sections
		.25	Details and Sections
		.26	Piers and Floors
		.27	Windows, Lintels and Doors
		.28	Wall Plates, Roofs, and Rafters
			SUPPORT FROM DRAFTING TO PLUMBER
02			Blueprint Reading
	.02		Introduction of Building Trades to Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawin
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Section
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.16	Sketching an Irregular Shape in Isometric
		.17	Oblique Projection
		.18	Structural Members of a Frame Structure

Course	Unit	LAP	
		.19	Roof Framing Members
		.20	Frame Buildings
		.21	Doors, Windows and Exterior Walls
		.22	Framing Plans and Elevations
		.23	Rough Openings, Roofs and Roof Framing
		.24	Plans, Elevations and Sections
		.25	Details and Sections
		.26	Piers and Floors
		.27	Windows, Lintels and Doors
		.28	Wall Plates, Roofs and Rafters
	.04		Blueprint Reading for Plumbing
		.01	Introduction to Pipe Drawings
		.02	Reading the Architect's Scale
		.03	Laundry Tray and Floor Drain in Basement Plan
		.04	Kitchen Floor Plans
		.05	Bathroom Floor Plans
		.06	Rough-In for Kitchen Sink
		.07	Rough-In for Lavatory
		.08	Rough-In for Water Closet Combination
		.09	Rough-In for Bathtub with Shower
		.10	Fundamentals of Isometric Drawing
		.11	Aids to Drawing Isometric Pipe Diagrams
		.12	Dimensioning Isometric Drawings
		.13	Waste and Vent for Kitchen Sink
		.14	Waste and Vent for Two Lavatories
		.15	Three Lavatories to a Single Stack
		.16	Soil Stack, Waste and Vent Piping for Water Closet and Lavatory
		.17	Three Fixture Bath on One Wall
		.18	Bathroom Fixtures on Opposite Wall

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Unit	LAP	
	19	Four-Fixture Bath
	20	Two Bathrooms: Back to Back
	21	Bathroom and Kitchen Fixtures into One Stack
	22	The Wall-Hung Toilet
	23	Men's Toilet Room - Slab on Grade
	24	Visualizing the House
	25	Sewage Disposal System
	26	The House Drain
	27	The Waste Stack and Vent Piping
	28	The Soil Stack and Vent Piping
	29	Hot and Cold Water Piping in the Basement
	30	Water Piping to Kitchen and Laundry and to the Bathroom
	31	Gas Piping
	32	Plot Plans and the Engineer's Scale
	33	An Overall Picture of the Building
	34	Elevations and the Plumbing Installation
	35	The House Drain
	36	Soil Stack, Waste and Vent Piping
	37	Hot and Cold Water Piping
	38	Gas Piping
	39	Continued Practice in Blueprint Reading

Course	Unit	LAP	
			SUPPORT FROM DRAFTSMAN TO HEATING SYSTEMS SERVICEMAN
.02			Blueprint Reading
	.02		Introduction to Building Trades
			Blueprint Reading
		.01	Introduction
		.02	The Working Drawing
		.03	Placement of Views
		.04	Dimensioning a Working Drawing
		.05	Invisible Edges
		.06	Circles and Arcs
		.07	Views in Section
		.08	Tools for Sketching
		.09	Sketching Straight Lines
		.10	Sketching Circles, Arcs, Irregular Shapes
		.11	Making a Working Sketch
		.12	Isometric Sketching
		.13	Sketching Angles in Isometric
		.14	Dimensioning an Isometric Sketch
		.15	Sketching Circles and Arcs in Isometric
		.16	Sketching an Irregular Shape in Isometric

Curriculum Area: 79

DRAFTSMAN

Job Title:

DRAFTSMAN

DATE 1-9-75

Course	Unit	LAP	
		.17	Oblique Projection
		.18	Structural Members of a Frame Structure
		.19	Roof Framing Members
		.20	Frame Building
		.21	Doors, Windows, and Exterior Walls
		.22	Framing Plans and Elevations
		.23	Rough Openings, Roofs and Roof Framing
		.24	Plans, Elevations and Sections
		.25	Details and Sections
		.26	Piers and Floors
		.27	Windows, Lintels and Doors
		.28	Wall Plates, Roofs and Rafters
	.05		Blueprint Reading for Sheet Metal
		.01	Inch Rules and Fractional Divisions
		.02	Inch Rule and Decimal Divisions
		.03	Architectual Scale
		.04	The Protractor
		.05	The Dividers
		.06	Competency Test
		.07	Orthographic Projection
		.08	Architectural Drawings
		.09	Sheet Metal Drawing
		.10	Architectural Drafting Symbols
		.11	Plumbing Symbols
		.12	Electrical Symbols
		.13	Welding Symbols
		.14	Sheet Metal Symbols
		.15	Shop Methods
		.16	Material
		17	Estimating Methods
		18	Sheet Metal Fittings
		19	Roofing and Flashing
		.20	Gutters, Downspouts and Ventilators
		.21	Metal Decking
		.22	Vee Belt Guard-Removable Cover-Junction Box
		.23	Warm-Air Heating Systems
		.24	Heating Plans
		.25	Project Home-Residential Home
		.26	Ventilation Systems
		.27	Industrial Ventilation System
		.28	Multizone Ventilation Systems
		.29	Air-Conditioning Systems
		.30	A Multiduct Air-Conditioning System
		.31	A Motel Air-Conditioning System
		.32	Exhaust Systems
		.33	Grinding Exhaust-Sash and Door

CURRICULUM AREA 81: Leadership Training Workshop

Contains two consecutive workshops designed to familiarize the students with the social structure of communities, provide a reference for parliamentary procedure and develop the skills and knowledge necessary for the exercise of an active leadership role in organized community action. Members in the course as used in Mountain-Plains are recruited from elect student leaders. They, therefore, have a pre-existing group on which to practice their leadership techniques.

Mountain-Plains Education &
Economic Development Program, Inc.

Curriculum Area: 81

LEADERSHIP TRAINING WORKSHOP

Job Title:

Leadership Training Workshop

DATE 1/9/75

	Unit	LAP	
01			Leadership Training
	.01		Building, Exercising and Expressing Leadership in Groups
		.01	Organizing the People in Your Neighborhood
		.02	GAP: Organizing the People in Your Neighborhood
		.03	Leading a Meeting
		.04	GAP: Leading a Meeting
		.05	GAP: Group Techniques
		.06	Leadership Traits and Abilities
		.07	GAP: Leadership Traits and Abilities
	.02		Parliamentary Procedure
		.01	Writing an Agenda
		.02	GAP: Writing an Agenda
		.03	Making a Motion
		.04	GAP: Making a Motion
		.05	Kinds and Orders of Motions
		.06	GAP: Kinds and Orders of Motions
		.07	GAP: A Mock Meeting
	.03		Community Action Process
		.01	GAP: The Social Setting of Community Action
		.02	Strategies in Community Action Process
		.03	GAP: Strategies in Community Action Process
		.04	Designing a Plan of Action
		.05	GAP: Designing a Plan of Action
02			Leadership Training Workshop II
	.01		Identifying Community Concerns
		.01	Identifying Community Concerns
		.02	GAP: Identifying Community Concerns
	.02		Developing Group Skills
		.01	GAP: Identifying Group Goals
		.02	GAP: Group Decision-Making
		.03	GAP: Working as a Team
		.04	Managing Conflict
		.05	GAP: Managing Conflict
	.03		Developing and Exercising Leadership in Groups
		.01	GAP: Leadership Style
		.02	GAP: Being a Leader
	.04		Practicum in a Simulated Community Setting
		.01	Acting in a Community
		.02	GAP: Acting in a Community
	.05		Community Action Process
		.01	Community Action Process
		.02	GAP: Community Action Process
		.03	Anatomy of a Community